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SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon
Allen Haile, Ph.D.
Louis Hop Lee
Genevieve Powell
Carlota Texidor del Portillo

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

January 3, 1980
5:00 P.M.
Room 52A City Hall
(Basement)

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Salomon presided.

IN-SERVICE ACTIVITIES:

2002-80 Request from the Chief of Police to selectively certify women and certain other persons from the list of eligibles for Class Q2 Police Officer.

Action: Approve request as proposed with the proviso that departmental seniority for bypassed eligibles will be adjusted to the date such persons would have been appointed.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 7, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Commissioner Salomon presided.

DOCUMENTS DEPT.

MINUTES: Regular Meeting of December 3, 1979.

Action: Approve.

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CLASSIFICATION AND PAY:

1238-79 Survey of one vacant position in Class 1406 Senior Clerk in the Municipal Railway, Equipment Division.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Off Calendar.

1254-79 Request for Supervisory Differential Adjustment, Section IV.F of the Annual Salary Standardization Ordinance, 1978-79, on behalf of Promotive Transit Classifications at the Municipal Railway.

July 16, 1979: Over to the meeting of August 6, 1979.

August 6, 1979: Over to the first meeting in September. Staff to request opinion of the City Attorney.

October 15, 1979: Over to the meeting of November 5, 1979.

November 5, 1979: Over to the meeting of December 3, 1979.

December 3, 1979: Over to the meeting of December 17, 1979.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report. Deny request.

1315-79 Reconsideration of Civil Service Commission action of September 11, 1979. (Commissioners Salomon, del Portillo, Haile and Powell):
Reclassification of one vacant position in Class 1246 Principal Personnel Analyst in the Department of Public Health.

August 6, 1979: Over to the meeting of August 20, 1979. Staff to provide details as requested by Commission related to the examination for Class 1231 Associate Affirmative Action Coordinator.

August 20, 1979: Adopt staff report as amended. Amend the Class Specification for Class 1231 Associate Affirmative Action Coordinator to include duties involving administration of an Affirmative Action Plan for a major City Department.

CLASSIFICATION AND PAY: (cont)

1315-79 August 20, 1979: The following over to the meeting of September 11, 1979:

1. Reallocate one vacant position in Class 1246 Principal Personnel Analyst (Sch. 46.5 \$895B1083, \$1947M2356) to Class 1231 Associate Affirmative Action Coordinator (Sch. 44.0 \$796B961, \$1731M2090).
2. Amend Annual Salary Ordinance Section 83/01/00/01001 accordingly. The Department has already submitted a supplemental appropriation to make the necessary budgetary changes.

September 11, 1979: Deny staff report.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report.

1. Reallocate one vacant position in Class 1246 Principal Personnel Analyst (Sch. 46.5 \$895B1083, \$1947M2356) to Class 1231 Associate Affirmative Action Coordinator (Sch. 44.0 \$796B961, \$1731M2090).
2. Amend Annual Salary Ordinance Section 83/01/00/01001 accordingly. The Department has already submitted a supplemental appropriation to make the necessary budgetary changes.

1408-79 Classification of three new positions, San Francisco Community College District.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report.

1. Allocate three new positions in budgeted classes 1979-80:
1-1424 Clerk Typist (Sal. Sch.28.8 \$855M1024), Alemany Center
1-1446 Senior Clerk Stenographer (Sal. Sch. 31.8 \$977M1177), Skills Center
1-2615 School Lunchroom Helper (Sal. Sch. 29.1, \$866M1037), City College Cafeteria
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1409-79 Survey of Technical Instructional Assistant positions at San Francisco Community College District.

October 2, 1979: Over to the meeting of October 15, 1979.

October 15, 1979: Off Calendar.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report.

CLASSIFICATION AND PAY: (cont)

1409-79
(cont)

1. Establish the following new Classifications:
1489 TIA, Business Learning Center (Sch. J 32.1 \$455B549)
1869 TIA, Computer Services Manager (Sch. J 38.7 \$620B748)
2439 TIA, Laboratory/Storeroom Manager (Sch. J 39.0 \$628B758)
3537 TIA, Media Services Manager (Sch. J 37.3 \$580B701)
3599 TIA, Guidance Aide (Sch. J 27.5 \$370B444)
5384 TIA, Electronics Technician (Sch. J. 36.6 \$562B677)
7396 TIA, Broadcasting Equipment Technician (Sch. J 37.0 \$572B691)
7397 TIA, Senior Broadcasting Equipment Technician (Sch. J 41.0 \$691B834)
2. Amend the following Class specifications:
1488 TIA, Student Personnel Services (new title TIA, Evaluation Technician) (Sch. 32.1 \$455B549)
1745 TIA, Computer Science (new title TIA, Computer Services) (Sch. 32.1 \$455M549)
1768 TIA, Photography (new title TIA, Photography/Cinematography) (Sch. 32.1 \$455B549)
1927 Physical Education Assistant (new title TIA, Physical Education) (Sch. 30.1 \$416B500)
3536 TIA, Performing Arts (Sch. 33.4 \$485B583)
3538 TIA, Language Laboratory (Sch. 32.1 \$455B549)
3590 English Reader (new title TIA, English Reader) (Sch. 4.25 hr.)
8272 Campus Control Aide II (new title TIA, Campus Control) (Sch. 30.0 \$414B498)
3. Abolish the following classifications:
2448 TIA, Biological Sciences
2449 TIA, Physics
3539 Multi Media Technician
3612 TIA, City College Library
5383 TIA, Engineering
7320 Television and Electronics Technician
4. Allocate:
1-TIA, Chemistry I (Sch. J 38.6 \$617B745) to 1-2439-TIA, Laboratory/Storeroom Manager (Sch. J 39.0 \$628B758)
1-2447 TIA, Chemistry (Sch. 32.1 \$455B549) to 1-2447 TIA, Chemistry (Sch. 32.1 \$455B549)
2-1768 TIA, Photography (Sch. 32.1 \$455B549) to 2-1768 TIA, Photography/Cinematography (Sch. 32.1 \$455B549)
1-3598 School Aide III (4.45 - 5.33 hr.) to 1-3599 TIA, Guidance Aide (Sch. J 27.5 \$370B444)
5. Reallocate positions as follows:
1-7302 Audio Visual Equipment Technician (Sch. 35.4 \$531B641) to new Class of 7396 Broadcasting Equipment Technician (Sch. J, 37.0 \$572B691)
1-2448 TIA, Biological Sciences (Sch. 32.6 \$467B562) to new Class of 2439 TIA, Laboratory/Storeroom Manager (Sch. J, 39.0 \$628B758)
6. Reallocate Technical Instructional Assistant Classifications to different benchmarks as recommended.
7. Advise San Francisco Community College District to Amend its Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (cont.)

- 1545-79 Request from the Director of Public Works to submit requisitions for Apprentice Stationary Engineers, Exempt Waiver.

December 3, 1979: Over to the meeting of December 17, 1979.
Staff to request opinion of City Attorney.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of January 21, 1980.

- 1563-79 Request by the Department of Public Works to employ Part-Time 7530 Street Sweepers pursuant to Charter Section 8.300 (a) (3).

Action: Adopt staff report.

Approve request of the Director of Public Works to employ Part-Time 7530 Street Sweepers pursuant to Charter Section 8.300 (a) (3). The Commission stipulated that hiring for these positions be without residence requirements or geographical limitations.

- 1577-79 Request from the Chief Administrative Officer to utilize a Class in the Staff Assistant, Special Project Series to serve as a Project Construction Manager for the George R. Moscone Convention Center.

December 17, 1979: Over to the meeting of January 7, 1980

Action: Adopt staff report; approve utilization of Class 9752 Staff Assistant X, Special Project (\$1605 B/W) for the George R. Moscone Convention Center Construction Program through calendar year 1981.

- 1586-79: Request from the Office of the Medical Examiner/Coroner to extend three employments in the Health, Education and Welfare Grant Project.

Action: Adopt staff report.

1. Approve the extension of employment for Winefredo Mendoza and Edward Lem in Class 2420 Histology Technician, (Sch. 35.6 \$536B647, Part-Time at the straight time Rate) from October 31, 1979 through March 31, 1980.
2. Approve the extension of employment of Jose Ferrar, M.D., in Class 2230 Physician Specialist, (Sch. 54.7 \$1323B1603, Part-Time to June 30, 1980).

CLASSIFICATION AND PAY: (cont)

1596-79 Request of SEIU Local 400, Management Assistant Unit, regarding the selection of the benchmark Classification for Managerial Classes for Salary Standardization 1980-81. -

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report. Approve the selection of Class 1840 Junior Management Assistant as the benchmark for Management and Administrative classifications for Salary Standardization 1980-81. (Vote of 3 to 2: Commissioner Lee and Powell dissent).

1608-79: Classification of two positions authorized in the 1979-80 Budget, San Francisco International Airport.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report.

1. Classify one position in Class 2718 Custodial Supervisor I (Sal. Sch. 33.7 \$491B591, \$1068M1285) and one position in Class 2716 Custodial Assistant Supervisor (Sal. Sch. 31.7 \$448B539, \$974M1172).
2. Amend Annual Salary Ordinance Section 27/00/00/30001 to reflect this action by removing the "SC" symbol.

1609-79 Request to abolish three obsolete classifications.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report. Abolish the following Classes:

- 054 Supervisor, Buildings and Grounds
- 0172 Chief Operating Engineer
- 7333 Junior Stationary Engineer

1614-79 Classification of five positions authorized in the 1979-80 Budget for the San Francisco International Airport.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report as amended.

1. Adopt a new classification of 9206 Airport Property Specialist I (Sal. Sch. 47.1 J, Z \$920B1114); allocate one newly budgeted position to this new Class.
2. Adopt a new classification of 9207 Airport Property Specialist II (Sal. Sch. 49.1 J, Z \$1013B1226); allocate 2 newly budgeted positions to this new Class.
3. Classify 2 newly budgeted positions in Class 1844 Senior Management Assistant (Sal. Sch. 42.0 \$724B874).

CLASSIFICATION AND PAY: (cont)

1614-79
(cont)

4. Delete the following positions listed in the Budget:
2-A246 Airport Property Manager I (J, Z \$796B961)
1-A247 Airport Property Manager II (J, Z \$920B1114)
2-A248 Airport Property Manager III (J, Z \$1013B1226)
5. Abolish Class 4102 Airport Property Management Assistant.
6. Amend Section 27/00/00/30001 of the Annual Salary Ordinance to reflect these actions.
7. Advise the Airport to submit a Supplemental Appropriation request reflecting the Budgetary changes.
8. Amend the class specification for Class 9207 Airport Property Specialist to allow substitution of MBA or Law Degree for required experience on a year for year basis.

1615-79 Classification of one position authorized in the 1979-80 Budget in Office of the Chief Administrative Officer.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report.

1. Establish Class 1523 Confidential Secretary to the Chief Administrative Officer (Sal. Sch. 39.5 J, Z \$644B777, \$1401M1690).
2. Allocate one position approved in the Budget as an A238 Confidential Secretary to Chief Administrative Officer, J, Z \$769 (Flat Rate) to the new Class.
3. Abolish one position in Class 1528 Administrative Secretary.
4. Amend Annual Salary Ordinance Section 70/01/00/01001 accordingly.

1616-79 Recommendations for changes in Administrative Provisions, Annual Salary Standardization Ordinance and Annual Salary Ordinance, 1980-81.

Action: Adopt staff report, forward to Board of Supervisors.

1623-79 Classification of thirty-four positions included in a supplemental appropriation by the Department of Public Health, Central Office, Jail Medical Services.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report.

1. Allocate three positions to classification 1424 Clerk Typist (Sch. 28.8 \$393B471, \$855M1024).
2. Allocate one position to classification 1426 Senior Clerk Typist (Sch. 30.8 \$430B517, \$935M1124).

CLASSIFICATION AND PAY: (cont)

- 1623-79
3. Allocate one position to classification 1920 Inventory Clerk (Sch. 30.2 \$418B503, \$909M1094).
 4. Allocate one position to classification 2202 Dental Aide (Sch. 32.5 \$465B560, \$1011M1218).
 5. Allocate eight positions to classification 2312 Licensed Vocational Nurse (Sch. 32.0 \$453B546, \$895M1188, entry at Step 2).
 6. Allocate fifteen positions to classification 2320 Registered Nurse (Sch. 38.7 \$620B748, \$1349M1627).
 7. Allocate five positions to classification 2528 Medical Steward (Sch. 41.2 \$697B842, \$1516M1831).
 8. Amend Section 83/03/00/01001 of the Annual Salary Ordinance accordingly.

1624-79 Request from the Sheriff Department for approval to utilize Staff Assistant VII.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report, approve the utilization of Class 9746 Staff Assistant VII for a maximum of 153 days from November 23, 1979, for the employment of an Undersheriff.

1627-79 Request from the San Francisco Police Department to utilize Class in the Staff Assistant, Special Project Series.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report; approve utilization for Class 9758 Staff Assistant XI11, Special Project, \$24.34 Hr., for the employment of Dr. Leonard Beckum on an as needed basis for the period December 18, 1979 through June 30, 1980.

1628-79 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve. Notify the offices of the Controller and the Purchaser.

CLASSIFICATION AND PAY: (cont)

1644-79 Classification of one position authorized in the 1979-80 Budget, San Francisco Community College District.

Action: Adopt staff report.

1. Classify one position in Class 1876 Data Processing Programming Systems Supervisor (Sch. 44.7 \$822B994, \$1788M2162).
2. Advise the Community College District to amend their Annual Salary Resolution accordingly.

1650-79 Classification of five Paralegal positions authorized in the 1979-80 Budget for the San Francisco City Attorney's Office.

Action: Adopt staff report.

1. Adopt a new classification 8173 Legal Assistant (J, \$575B575); allocate five newly budgeted positions to this new class.
2. Delete five positions listed in the Budget as A182 Paralegal (J, \$575B575).
3. Establish a salary schedule for the new class at a mid-point between the salary standardization rates for classes B160 Law Clerk and B164 Senior Law Clerk for the fiscal year 1980-81.
4. Advise the Department to amend their 1980-81 Budget to reflect the changes recommended.

1651-79 Salary Standardization, Fiscal Year 1980-81.

Action: Adopt staff report, post for two weeks, forward to the Board of Supervisors.

1663-79 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.

- Action:
1. Sever the contract between Department of Public Health and ARA. This contract to be referred to the Controller pursuant to Charter Section 8.300-1 (Proposition J).
 2. Approve remaining contracts. Notify the Offices of the Controller and Purchaser.

IN-SERVICE ACTIVITIES:

2501-79 From Commissioner Texidor del Portillo dated September 17, 1979:
Motion to reconsider Civil Service Commission action of September 17, 1979-
Approval of Memorandum of Understanding with the Airports Commission estab-
lishing a Decentralized Personnel Unit at the San Francisco International
Airport.

September 17, 1979:	1. Adopt staff report. Approve.
	2. All Memoranda of Understanding establishing Decentralized Units to be reviewed annually by the Civil Service Commission with a report as to activities of prior year including affirmative action.
November 5, 1979:	Over to the meeting of November 19, 1979.
November 19, 1979:	Over to the meeting of December 17, 1979.
December 17, 1979:	Over to the meeting of January 7, 1980.
Action:	Off calendar.

2598-79 Appeal of staff denial of retroactive pay for employee in Class 2528 Medical
Steward.

November 5, 1979:	Over to the meeting of December 3, 1979.
December 3, 1979:	Over to the meeting of December 17, 1979 for further investigation by staff. Commissioner Salomon appointed a Committee of one to review staff findings and to conduct such investigation on behalf of the Commission as be deemed proper.
December 17, 1979:	Over to the meeting of January 7, 1980.
Action:	Over to the meeting of January 21, 1980.

2645-79 From Commissioner Lee:

Proposal to establish two Committees of the Civil Service Commission, an
Affirmative Action Committee and a Recruitment and Training and Testing
Committee.

November 19, 1979:	Over to the meeting of December 3, 1979.
December 3, 1979:	Over to the meeting of December 17, 1979 at the request of Commissioner Salomon.
December 17, 1979:	Over to the meeting of January 7, 1980.
Committees have been established and appointments made by the President.	

IN-SERVICE ACTIVITIES: (cont)

- 2679-79 Appeal of staff's action on appointment at higher step of Daniel Voznik in Class 8146 District Attorney's Investigator.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report. Deny request for Step 5; approve appointment at Step 3 of the Compensation Schedule established for Class 8146 District Attorney's Investigator pending the Controller's certification that funds are available.

- 2685-79 Commendation for James M. Wilson, Acting Street Cleaning Supervisor I, Department of Public Works.

December 3, 1979: Over to the meeting of December 17, 1979 at the request of Commissioner Salomon.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve.

- 2686-79 Commendation for Bernard M. Crotty, Superintendent of Street Cleaning and Planting, Department of Public Works.

December 3, 1979: Over to the meeting of December 17, 1979 at the request of Commissioner Salomon.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve.

- 2716-79 Proposed Amendments to Civil Service Commission Rule 40 - Standing Committee on Charter and Rules Revisions.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Post. Notify all concerned parties. Staff to meet and confer or consult if requests received.

- 2721-79 Designation of positions and classifications for which personal history information should be obtained, Civil Service Personnel Department.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Adopt staff report. Grant approval to obtain personal history information for all new hires in all positions and classifications within the Civil Service Personnel Department.

IN-SERVICE ACTIVITIES: (cont)

2722-79 Appointment above the Entrance Rate for Marc Frauenfelder.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve appointment of Marc Frauenfelder in Class 2126 Executive Assistant, Community Mental Health Services at Step 3 in the Compensation Schedule established for Class 2126 Executive Assistant, Community Mental Health Services, pending the Controller's certification that funds are available.

2723-79 Appeal of decision of the General Manager of Public Utilities in placing Spencer C. Tippins on Sick Leave.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of January 21, 1980. Mr. Tippins to request that his Attorney be in attendance.

2724-79 Appeal of denial of Leave of Absence to accept temporary position in Class 1650 Accountant.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve Leave of Absence for Yonilia Yambao to accept temporary position in Class 1650 Accountant, Office of the Public Administrator.

2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the October 1, 1979 Order of the United States District Court establishing a Consent Decree Unit in the San Francisco Police Department.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of January 21, 1980.

2747-79 Appeal of denial of Leave of Absence to accept temporary position in Class 5210 Senior Civil Engineer, Port of San Francisco.

Action: Over to the meeting of January 21, 1980.

2748-79 Supplemental Appropriation - Employee Suggestion Program.

Action: Adopt staff report. Forward Request for Supplemental Appropriation to the Office of the Mayor.

2757-79 Appointments above the Entrance Rate for Richard Donovan and Wain Kung.

Action: Approve appointments of Richard Donovan and Wain Kung in Class 7347 Plumbers, Port of San Francisco, at Step 5 in the Compensation Schedule established for Class 7347 Plumber, pending the Controller's certification that funds are available.

2764-79 Appointment above the Entrance Rate for James McBride.

Action: Approve appointment of James McBride in Class 8157 Family Support Investigator, District Attorney's Office, Family Support Bureau, at Step 5 in the Compensation Schedule Established for Class 8157 Family Support Investigator, pending the Controller's certification that funds are available.

2765-79 Appeal of denial of Leave of Absence to accept temporary position in Class 1468 Water Services Clerk, San Francisco Water Department.

Action: Off calendar.

2766-79 Proposed Two Year Plan implementing Consent Decree in the Officers for Justice versus the Civil Service Commission Litigation.

Action: Over to the meeting of January 21, 1980.

2767-79 Proposed Amendments to Civil Service Commission Rule 9, Section 9.06 - Promotional Applicants and Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles; Implementing Proposition C - November, 1979 Election.

Action: Post for adoption at the meeting of January 21, 1980. Staff to meet and confer or consult if requested.

2768-79 Review of Policy on Non-Civil Service and Limited Tenure Appointments.

Action: Refer to Standing Committee on Affirmative Action.

2010-80 Resolution declaring that Request for Supplemental Appropriation (Controller's Number 152) approved by the Civil Service Commission on September 11, 1979 was submitted as an emergency measure and appropriation of funds is required to insure the uninterrupted operation of the Civil Service Commission pursuant to Charter Sections 2.301 and 6.307 and to provide the necessary resources and staffing to fulfill the Commission's obligations under the Compliance Agreement with the Office of Revenue Sharing.

Action: Adopt Resolution of Emergency. Notify the Mayor, Controller and Board of Supervisors.

IN-SERVICE ACTIVITIES: (cont)

2011-80 Resolution declaring that the balance of the Request for Supplemental Appropriation (Controller's Number 155) originally approved by the Civil Service Commission on March 21, 1979 which was severed from the request for a Test Validation Unit is an emergency measure and appropriation of funds is required to insure the uninterrupted operation of the Civil Service Commission pursuant to Charter Sections 2.301 and 6.307 and to provide permanent funding for positions in the Equal Employment Opportunity Programs.

Action: Adopt Resolution of Emergency. Notify the Mayor, Controller and Board of Supervisors.

2012-80 Resolution declaring that Request for Supplemental Appropriation (Controller's Number 170) approved by the Civil Service Commission on September 11, 1979 was submitted as an emergency measure and appropriation of funds is required to insure the uninterrupted operation of the Civil Service Commission pursuant to Charter Sections 2.301 and 6.307 and are necessary to fulfill the Civil Service Commission's coordinating role under Ordinance 455-79 enacted as provided in the Compliance Agreement with the Office of Revenue Sharing, which requires that all City and County Departments develop Affirmative Action Plans.

Action: Adopt Resolution of Emergency, Notify the Mayor, Controller and Board of Supervisors.

MISCELLANEOUS:

3035-79 Request from the Commission on the Aging, to back-date requisition.

December 17, 1979: Over to the meeting of January 7, 1980.

T-90004 July 1, 1979 9971 Community Worker

Action: Approve as recommended by Committee.

3036-79 From the heads of various departments requesting authorization to make Non-Civil Service Appointments.

Oral Authorization Numbers: 0477-0524 3138-3139 4244-4256
6464-6560 9121-9122

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve. (Vote 3 to 2: Commissioner del Portillo and Lee dissent).

3037-79 From the heads of various departments requesting authorization to make Non-Civil Service Appointments.

Oral Authorization Numbers: 0525-0563 4257-4278
3140-3143 6561-6753

Action: Approve. (Vote 3 to 2: Commissioner del Portillo and Lee dissent).

RECRUITMENT AND EXAMINATIONS:

- 41117-79 Reconsideration of Civil Service Commission action of October 2, 1979.
(Commissioners Salomon, Haile and Powell):
Appeal of staff denial of unsatisfactory rating given to Mr. Ronald Sims
on background investigation for Class 8304 Deputy Sheriff.
- October 2, 1979: (In Executive Session): Adopt staff report.
Uphold decision of the Sheriff's Department.
- December 17, 1979: Over to the meeting of January 7, 1980.
- Action: Uphold decision of Sheriff's Department. (Vote of 4 to 1;
Commissioner Lee dissents).
- 41173-79 Review of City Attorney's Opinion 70-72: Legality of Charter Maximum Age
Provision for Appointment of Persons to Entrance Positions in the Uniformed
Force of the San Francisco Police Department.
- November 5, 1979: Over to the meeting of December 3, 1979.
Request additional information of City
Attorney. Persons over maximum age
provision of the Charter to be placed
under waiver of certification until
matter is resolved.
- December 3, 1979: Over to the meeting of December 17, 1979.
- December 17, 1979: Over to the meeting of January 7, 1980.
- Action: Confirm opinion and notify applicants. (Vote of 4 to 1: Commissioner
Haile dissents).
- 41187-79 Adoption of eligible list for Class 2969 Assistant Director, Social Services
Program.
- November 19, 1979: Over to the meeting of December 17, 1979.
Staff to be prepared to respond to the
concerns and issues raised by appellants
including an accurate figure on the numbers
of positions open.
- December 17, 1979: Over to the meeting of January 7, 1980.
- Action: Over to the meeting of January 21, 1980.
- 41201-79 Q2 Police Officer Special Report.
- Action: Off Calendar.

RECRUITMENT AND EXAMINATIONS: (cont)

- 41219-79 Cancellation of entrance announcement for Class 1770 Photographer.
Action: Cancel the current announcement and notify current applicants of the Commission action.
- 41223-79 Appeal of Staff's decision to use an ordained minister as a panel member for the Oral Examination for Class 2903 Eligibility Worker held in November and December, 1979.
Action: Deny appeal of Leonard Strom in the Oral Examination for Class 2903 Eligibility Worker.
- 41224-79 Appeal of Staff denial of protest of composition of Oral Boards for the examination for Class 2905 Senior Eligibility Worker.
Action: Deny protest of Leonard Strom in the examination for Class 2905 Senior Eligibility Worker.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 7, 1980 - 3:00 P.M.

PART II - 3:00 P.M.

CONTINUANCES: Part II Calendar

SEPARATIONS FROM THE SERVICE

TERMINATION OF TEMPORARY APPOINTMENT:

5409-79 Joyce Green, 2903 Eligibility Worker, 29/E-7, Department of Social Services, 10/30/79.

November 19, 1979: Over to the meeting of December 3, 1979.

December 3, 1979: Over to the meeting of December 17, 1979.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5410-79 Adelaide Golden, 2312 Licensed Vocational Nurse, CETA, Department of Public Health, Jail Medical Services, 9/26/79.

October 15, 1979: Over to the meeting of November 5, 1979.

November 5, 1979: Over to the meeting of November 19, 1979.

November 19, 1979: Over to the meeting of December 3, 1979.

December 3, 1979: Over to the meeting of December 17, 1979.
Department directed to allow staff to review certain records of the Jail Medical Services to produce report.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (cont)

5411-79 Zakariah H. Shabazz, 9910 Muni Transit Police, CETA, San Francisco Police Department.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department. .

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5412-79 Arcedo Brillantes, 1630 Account Clerk, 154/E-15, San Francisco Community College District, 11/27/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Return name to list.

5413-79 Elisha Johnson, Jr., 9163 Transit Operator, 998/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/15/79.

Action: Return name to list.

5414-79 Togimanu V. Liu, Jr., 8304 Deputy Sheriff, 135/E-9, Sheriff Department, 12/18/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff Department. .

5415-79 Marvin Roberson, 7306 Automotive Body and Fender Worker, 18/E-9 Public Utilities Commission, San Francisco Municipal Railway, 11/28/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) cont

5416-79 Randolph Taylor, 1708 Senior Telephone Operator, 1/E-4, Department of Public Health, San Francisco General Hospital/Medical Center, 11/16/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5417-79 Andrew B. Adeva, 2905 Senior Eligibility Worker, 176/P-2, Department of Social Services, 10/30/79.

November 19, 1979: Over to the meeting of December 3, 1979.

December 3, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of January 21, 1980.

RESIGNATIONS:

5418-79 Gary Lee Dixon, Q-2 Police Officer, 26/E-79, San Francisco Police Department, 9/28/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve.

5419-79 Darryl Harris, 1402 Junior Clerk, CETA, Department of Public Health, VD Control, 11/9/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve.

5420-79 Annie L. Joseph, 8214 Parking Control Officer, 42/E-11, San Francisco Police Department, 11/26/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Approve.

RESIGNATIONS: (cont)

5421-79 Margery Krietman, 9998 Staff Aide, CETA, Department of Public Health, Community Mental Health Service, 10/19/79

Action: Over to the meeting of January 21, 1980.

5422-79 Michael Nulty, 9998 Staff Aide, CETA, Department of Public Health, Community Mental Health Service, 10/29/79.

Action: Approve.

5423-79 Claudia Petty, 2320 Registered Nurse, 4/E-414, Department of Public Health, San Francisco General Hospital/Medical Center, 9/30/79.

December 3, 1979: Over to the meeting of December 17, 1979.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Off calendar.

5424-79 Henry L. Poydras, 9163 Transit Operator, 154/E-105, Public Utilities Commission, San Francisco Municipal Railway, 10/24/79.

Action: Approve. Not to be employed again in any capacity which involves the operation of a motor vehicle in public conveyance.

5425-79 Alvaro Sanchez, 9971 Assistant Neighborhood Coordinator, CETA, San Francisco Police Department, 10/1/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Off calendar. 1. Rescind action of November 19, 1979.
2. Off Calendar.

5426-79 Susan Schwab, 2910 Social Worker, 2/E-108, Department of Social Services, 12/7/79.

Action: Over to the meeting of January 21, 1980.

5427-79 Jimmie L. Watt, 9163 Transit Operator, 375/E-111, Public Utilities Commission, San Francisco Municipal Railway, 9/24/79.

Action: Approve.

APPEALS OF AUTOMATIC RESIGNATIONS:

5428-79 James Cullins, 9163 Transit Operator, 763/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/13/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of January 21, 1980.

5429-79 James Holley, 9163 Transit Operator, 499/E-111, Public Utilities Commission, San Francisco Municipal Railway, 11/19/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Off Calendar.

5430-79 Joseph Samson, 9998 Staff Aide, CETA, Mayor's Office of Employment and Training, 11/26/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of January 21, 1980.

DISMISSAL OF PERMANENT EMPLOYEE:

5431-79 James F. Wertz, Q-50 Sergeant, V-52/P-21, San Francisco Police Department, 11/14/79.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Off calendar. Mr. Wertz to notify the Assistant Secretary, Civil Service Commission when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

5432-79 Donald Dushkind, 2574 Clinical Psychologist, 8/E-7, Department of Public Health, Community Mental Health Service, 8/13/79.

September 11, 1979: Over to the meeting of November 15, 1979.

November 15, 1979: Over to the meeting of December 17, 1979.

December 17, 1979: Over to the meeting of January 7, 1980.

Action: Over to the meeting of February 4, 1980.

DISMISSAL OF PERMANENT EMPLOYEE: (cont)

5433-79 Richard Russo, 9163 Transit Operator, 34/E-108, Public Utilities Commission, San Francisco Municipal Railway, 8/14/79.

September 11, 1979:

Over to the meeting of October 2, 1979.

October 2, 1979:

Off Calendar. To be recalendared to determine future employability. Mr. Russo to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

Action: No restriction on future employment.

RESIGNATIONS: (cont)

5434-79 Jackie Readus, 1424 Clerk Typist, CETA, Civil Service Commission, 12/10/79.

Action: Approve. Not to be employed again by the Civil Service Commission.

5
21-80

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 21, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

Actions Taken

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Salomon presided (Part I)
Commissioner Haile presided (Part II)

MINUTES: Regular Meeting of January 7, 1980

Action: Approve.

CLASSIFICATION AND PAY:

1009-80 Amendment to class specification for Class 9383 Deputy Port Director (Maritime Affairs).

Action: Adopt staff report. Amend specification for Class 9383 Deputy Port Director (Maritime Affairs) to reflect current duties and responsibilities.

1010-80 Survey of one position in the Bureau of Building Inspection, Department of Public Works.

Action: Adopt staff report.

1. Reclassify one position in Class 6236 Boiler Inspector (Sch. 46.9 \$912B1104, 1984M2401) to 6238 Senior Boiler Inspector (Sch. 47.9 \$956B1158, 2079M2519) when this action does not adversely affect the incumbent.
2. Amend Annual Salary Ordinance Section 90/03/01/01001 accordingly. This reclassification will cost an additional \$118.00 or 5% Monthly based on the fifth step at the Maximum 1979-80 rates.
3. Advise the department to submit a supplemental appropriation when appropriate.

1011-80 Recommendation for change in the Administrative Provisions, Annual Salary Standardization Ordinance, 1980-81.

Action: Adopt staff report: Forward to Board of Supervisors.

1022-80 Survey of one vacant position in Class 2171 Medical Director, Laguna Honda Hospital in the Department of Public Health, Laguna Honda Hospital.

Action: Off Calendar. Staff to study whether an internal adjustment would be appropriate.

1024-80 Approval of personal services contracts pursuant to Civil Service Commission order of September 11, 1979.

- Action:
1. Sever Contract Number 256 (Davis) and Contract Number 263 (Hicks). Over to the meeting of February 4, 1980.
 2. Adopt balance of staff report. Approve; Notify the offices of the Controller and Purchaser.

CLASSIFICATION AND PAY: (cont)

1025-80

Request to establish two new classifications for the Department of Public Health and to classify eight new positions.

Action: Adopt staff report.

1. Adopt the following two new classifications:

83/01/00/01001

- (a) 2818 Health Program Planner (Sch. J,Z 41.1 \$694B838, 1509M1823)
 - (b) 2820 Senior Health Program Planner (Sch. J,Z 44.1 \$800B966, 1740M2101)
2. Allocate two new positions to Class 2820 Senior Health Program Planner and one new position to Class 2818 Health Program Planner.
 3. Allocate five new positions as follows:

83/01/00/01001

- (a) 3-1823 Senior Administrative Analyst (Sch. 44.5 \$814B984, 1770M2140)
 - (b) 1-1446 Senior Clerk Stenographer (Sch. 31.8 \$449B541, 977M1177)
 - (c) 1-1444 Clerk Stenographer (Sch. 29.7 \$409B491, 890M1068)
4. Delete 5 positions enumerated in the budget as follows:
1-A124 Senior Health Planner (J, Sch. 44.1 \$800B966, 1740M2101)
1-A125 Senior Grant and Contract Manager (J, Sch. 47.0 \$916B1109, 1992M2412)

87/01/00/01001

- 1-A114 Contract Manager (J, Sch. 45.0 \$834B1008, 1814M2192)
 - 1-A116 Senior Mental Health Planner (J, Flat-Rate \$818-818)
 - 1-A134 Mental Health Planner (J, Sch. 41.1 \$694B838, 1509M1823)
5. Amend Sections 83/01/00/01001, 87/01/00/01001 and 87/07/01/01001 of the Annual Salary Ordinance accordingly.
 6. Advise the Department to adjust their budget accordingly.

Based on the maximum step, classification at the recommended rates instead of the budgeted rates will result in a salary savings of \$2.00 per month.

1026-80

Request from the General Manager of Public Utilities Commission to utilize a class in the Staff Assistant, special project series to serve as a Program Director, grant funding and activities for the Municipal Railway.

Action: Adopt staff report; Approve utilization of Class 9756 Staff Assistant XII (\$1854 B/W) for the Municipal Railway.

CLASSIFICATION AND PAY: (cont)

- 1028-80 Survey of one position in Class 1402 Junior Clerk located at the Records Room, Juvenile Court.
- Action: Adopt staff report.
1. Reclassify one position in Class 1402 Junior Clerk (Sch. 24.0 \$687M824) to Class 1424 Clerk Typist (Sch. 28.8 \$855M1024)
 2. The Department is advised to amend Annual Salary Ordinance Section 12/01/00/01001 accordingly and to submit a Supplemental Appropriation request to reflect this action when this action will not adversely affect the incumbent.
- 1029-80 Reclassification of one position in Class 1446 Senior Clerk Stenographer located in the Administrative Offices, Juvenile Court.
- Action: Adopt staff report.
1. Reclassify one position in Class 1446 Senior Clerk Stenographer (Sch. 31.8 \$449B541) to Class 1450 Principal Clerk Stenographer (Sch. 33.2 \$480B578). (This represents an increase in cost of \$37.00 bi-weekly at the fifth step).
 2. Advise the Juvenile Court to amend Annual Salary Ordinance Section 12/01/00/01001 accordingly and to submit a Supplemental Appropriation Request to reflect this action when this action will not adversely affect the incumbent.
- There is a current eligible list for Class 1450 Principal Clerk Stenographer. The incumbent in the subject position does not hold status on this list.
- 1030-80 Personal Services Contracts, San Francisco Unified School District.
- Action: Over to the meeting of February 4, 1980.
- 1412-79 Reconsideration of Civil Service Commission action of October 2, 1979: (Commissioner, Haile, Lee and Powell).
Classification of newly budgeted systems accounting positions in the Office of Controller.
- Action: Over to the meeting of February 4, 1980.
- 1451-79 Proposal for the establishment of an Administrator/Manager Series of Classes.
- October 15, 1979: Over to the meeting of November 19, 1979.
- November 19, 1979: Staff instructed to meet with Management Assistant Unit of SEIU - Local 400 over all aspects of the proposal and to bring back to the Commission by the meeting of January 21, 1980 a complete plan for implementation including a definite timetable for the entire transition to the new Classes and a detailed breakdown of costs of study and implementation.
- Action: Off Calendar pending receipt of information from approximately eleven additional Bay Area Firms.

CLASSIFICATION AND PAY: (cont)

- 1545-79 Request from the Director of Public Works to submit requisitions for Apprentice Stationary Engineers, Exempt Waiver.
- December 3, 1979: Over to the meeting of December 17, 1979.
Staff to request opinion of the City Attorney.
- December 17, 1979: Over to the meeting of January 7, 1980.
- January 7, 1980: Over to the meeting of January 21, 1980.
- Action: Off Calendar: The City Attorney has advised the Commission that restriction on residence as proposed would not be proper.
- 1656-79 Classification of three new positions for the War Memorial of San Francisco.
- Action: Adopt staff report.
1. Allocate three positions as follows:
 - 1-7205 Chief Stationary Engineer (Sch. 45.9 \$870B1052, 1892M2288)
 - 1-7335 Senior Stationary Engineer (Sch. 43.7 \$784B947, 1707M2060)
 - 1-7345 Electrician (Sch. 44.9 \$830B1003, 1805M2182)
 2. Amend Annual Salary Ordinance Section 46/01/00/01001/003 to reflect this action.
- IN-SERVICE ACTIVITIES:
- 2030-80 Appointment above the entrance rate for George G. Matson.
- Action: Approve appointment of George G. Matson in Class 4122 Managing Director, War Memorial at Step 5 in the Compensation Schedule established for Class 4122 Managing Director, War Memorial, pending the Controller's certification that funds are available.
- 2598-79 Appeal of staff denial of retroactive pay for employee in Class 2528 Medical Steward.
- November 5, 1979: Over to the meeting of December 3, 1979.
- December 3, 1979: Over to the meeting of December 17, 1979 for further investigation by staff. Commissioner Salomon appointed a Committee of one to review staff findings and to conduct such investigation on behalf of the Commission as be deemed proper.
- December 17, 1979: Over to the meeting of January 7, 1980.
- January 7, 1980: Over to the meeting of January 21, 1980.
- Action: Adopt staff report. Sustain denial of request for retroactive pay from John P. Michaud.
- 2616-79 Appeal of Placement on Mandatory Sick Leave - James Baker, 7372 Stationary Engineer, Sewage Plant, Department of Public Works.
- November 5, 1979: Refer to Medical Specialist at own expense. Appellant to contact the Assistant Secretary for names of appropriate specialists.

IN-SERVICE ACTIVITIES: (cont)

2616-79 Action: James Baker, 7372 Stationary Engineer, Department of Public
(CONT') Works, be suspended pending a hearing on charges for dismissal.
 The Commission will review, if requested, the appeal of mandatory
 sick leave following determination of charges.

2723-79 Appeal of decision of the General Manager of Public Utilities in placing
Spencer C. Tippins on Sick Leave.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.
Mr. Tippins request that his Attorney be
in attendance.

Action: Spencer C. Tippins, Class 9163 Transit Operator, Public Utilities Commission, San Francisco Municipal Railway, to remain on sick leave until charges for dismissal are determined. The Commission will review, if requested, the appeal of mandatory sick leave following determination of charges.

2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the
October 1, 1979 Order of the United States District Court establishing a
Consent Decree Unit in the San Francisco Police Department.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980.
Mr. Michael Killelea, Deputy City Attorney,
requested to be in attendance.

2738-79 Appointment above the entrance rate for Requel Verreos.

Action: Approve appointment of Requel Verreos in Class 1444 Clerk Stenographer, San Francisco International Airport at Step 5 in the Compensation Schedule established for Class 1444 Clerk Stenographer, San Francisco International Airport, pending the Controller's certification that funds are available.

2747-79 Appeal of denial of Leave of Absence to accept temporary position in Class 5210 Senior Civil Engineer, Port of San Francisco.

January 7, 1980: Over to the meeting of January 21, 1980.

Action: Adopt staff report. Approve leave of absence for John K. Kellogg to accept a temporary position in Class 5210 Senior Civil Engineer, Port of San Francisco.

2760-79 Appointment above the entrance rate for Mr. Om Dhawan.

Action: Approve appointment of Mr. Om Dhawan in Class 1458 Legal Stenographer, Public Administrator's Office at Step 3 in the Compensation Schedule established for Class 1458 Legal Stenographer, Public Administrator's Office, pending the Controller's certification that funds are available.

2761-79 Appeal of denial of leave of absence to accept temporary position in
Class 1632 Senior Account Clerk.

Action: Adopt staff report. Approve leave of absence for Naomi H. Hansen to accept temporary position in Class 1632 Senior Account Clerk, Community Mental Health Services.

IN-SERVICE ACTIVITIES: (cont)

2766-79 Proposed two year plan implementing Consent Decree in the Officers for Justice versus the Civil Service Commission Litigation.

January 7, 1980: Over to the meeting of January 21, 1980.

No action taken.

2767-79 Proposed Amendments to Civil Service Commission Rule 9, Section 9.06 -
Promotional Applicants and Civil Service Commission Rule 11, Section 11.02
- Certification of Eligibles; Implementing Proposition C - November, 1979
Election.

January 7, 1980: Post for adoption at the meeting of January 21, 1980. Staff to meet and confer or consult if requested.

Action: 1. Sever proposed amendments to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. This proposal over to the meeting of February 4, 1980.

2. Adopt Proposed Amendments to Civil Service Commission Rule 9, Section 9.06 - Promotional Applicants, as modified by addendum report.

MISCELLANEOUS:

3001-80 Request from the San Francisco Unified School District to back-date requisition.

T-90396 October 29, 1979 1240 Assistant Personnel Analyst

Action: Approve as recommended by Committee.

3002-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0564-0582 3144-3152
4279-4297 6754-6952

Action: Over to the meeting of February 4, 1980.

RECRUITMENT AND EXAMINATIONS:

41187-79 Adoption of eligible list for Class 2969 Assistant Director, Social
Services Program:

November 19, 1979: Over to the meeting of December 17, 1979. Staff to be prepared to respond to the concerns and issues raised by appellants including an accurate figure on the numbers of positions open.

December 17, 1979: Over to the meeting of January 21, 1980.

Action: Adopt eligible list for Class 2969 Assistant Director, Social Services Program. (Vote of 3 to 1: Commissioner Texidor del Portillo dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 21, 1980 - 3:00 P.M.

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICES

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5000-80 Lily Clements, 1424 Clerk Typist, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 1/3/80.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.
- 5001-80 Carolyn Appleberry McNeil, 1404 Clerk, CETA, Mayor's Office of Employment and Training, 12/6/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office.
- 5002-80 Michael Robinson, 1630 Account Clerk, CETA, Controller, 1/4/80.
- Action: Over to the meeting of February 4, 1980.
- 5003-80 Ursula Smith, 1630 Account Clerk, CETA, Controller, 1/4/80.
- Action: Over to the meeting of February 4, 1980.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5004-80 Yotive Edmonds, 1446 Senior Clerk Stenographer, 2/E-45, Commission on Aging, 1/3/80.
- Action: Over to the meeting of February 4, 1980.
- 5005-80 Reconsideration of Civil Service Commission action of November 5, 1979. (Commissioners Haile, Lee and Powell)
Naomi T. Ross, 2320 Registered Nurse, 11/3-524, Department of Public Health, San Francisco General Hospital/Medical Center, 9/16/79.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (cont.)

5005-80 November 5, 1979: Cancel all current examination and eligibility
(cont.) status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

January 21, 1980: Over to the meeting of February 4, 1980.

5006-80 Vincent J. Silva, 9212 Airfield Safety Officer, VII/E-1, Airports Commission, 1/3/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5007-80 Andrew B. Adeva, 2905 Senior Eligibility Worker, 176/P-2, Department of Social Services, 10/30/79.

November 19, 1979: Over to the meeting of December 3, 1979.

December 3, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

Action: Reinstate to a position in the Class from which promoted - Class 2903 Eligibility Worker.

RESIGNATIONS:

5008-80 Betty Brooks, 9730 Neighborhood Coordinator, TLT, Police Department, 12/13/79.

Action: Over to the meeting of February 4, 1980.

5009-80 Robert C. Clifford, 2907 Eligibility Worker Supervisor, 17/P-2, Department of Social Services, 12/17/79.

Action: Approve.

5010-80 Margery Krietman, 9998 Staff Aide, CETA, Department of Public Health, Community Mental Health Services, 10/19/79.

January 7, 1980: Over to the meeting of January 21, 1980.

Action: Approve.

5011-80 Susan Schwab, 2910 Social Worker, 2/E-108, Department of Social Services, 12/7/79.

January 7, 1980: Over to the meeting of January 21, 1980.

RESIGNATIONS: (cont.)

5011-80 (cont.) Action: Over to the meeting of February 4, 1980. This matter to be first item of Part II calendar. Written statements from both Ms. Schwab and the Department of Social Services to be submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, by close of business Tuesday, January 29, 1980 for forwarding to each Commissioner. A statement concerning the testimony expected to be elicited from each witness intended to be called is also to be submitted by the same deadline. These statements concerning witnesses will be forwarded to the President of the Commission for a ruling as to whether the witness will be permitted to testify. Department to consult with the City Attorney to determine if a legal prohibition exists against divulging the names of clients in administrative proceedings.

APPEALS OF AUTOMATIC RESIGNATIONS:

5012-80 James Cullins, 9163 Transit Operator, 763/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/13/79.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

Action: Over to the meeting of February 4, 1980.

5013-80 Reconsideration of Administrative action of August 29, 1979. (Commissioners Haile, Lee and Powell)
Warren Fuller, 1212 Timeroll Audit Clerk, CETA, Civil Service Commission, 8/3/79.

August 29, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Action: Rescind automatic resignation. Grant appeal. Reinstate to position.

5014-80 Reconsideration of Civil Service Commission action of October 15, 1979. (Commissioners Haile, Lee and Powell)
Jay Hardeman, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/29/79.

October 15, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Action: Over to the meeting of February 4, 1980.

5015-80 Reconsideration of Administrative action of November 8, 1979. (Commissioners Haile, Lee and Powell)
Paul D. Matthew, 7560 Field Conservation Aide, CETA, Department of Public Works, 10/24/79.

November 8, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after

APPEALS OF AUTOMATIC RESIGNATIONS: (cont.)

5015-80
(cont.)

satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Action: Sustain action of November 8, 1979.

5016-80 Joseph Samson, 9998 Staff Aide, CETA, Mayor's Office of Employment and Training, 11/26/79.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

Action: Automatic resignation off calendar. Accept resignation with services satisfactory.

5017-80 Reconsideration of Civil Service Commission action of July 2, 1979.
(Commissioners Haile, Lee and Powell)
Charles Tyner, Sr., 9163 Transit Operator, Public Utilities Commission,
San Francisco Municipal Railway, 20/E-106, 6/8/79.

July 2, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Action: Over to the meeting of February 4, 1980. Mr. Tyner to be medically examined by the Public Utilities Commission physician.

The Commission adjourned its meeting in memory of Estelle Pistolesi, Mother of Donald J. Pistolesi, Assistant Division Manager, Personnel.

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2/4/80

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 4, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

FEB 13 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Salomon (for Item 2073-80 only)
Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Excused: Commissioner Salomon (for all items except 2073-80)
Commissioner Haile (for item 1047-80 only)
Presided: Commissioner Salomon (for item 2073-80 only)
Commissioner Haile (for all items except 1047-80 and 2073-80)
Commissioner Texidor del Portillo (for item 1047-80 only)

MINUTES: Regular Meeting of January 21, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

1024-80 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

January 21, 1980:

1. Sever Contract Number 256 (Davis) and Contract Number 263 (Hicks). Over to the meeting of February 4, 1980.
2. Adopt balance of staff report. Approve; Notify the offices of the Controller and Purchaser.

Action: Adopt staff report. Approve; notify the offices of the Controller and Purchaser.

1030-80 Personal Services Contracts, San Francisco Unified School District.

January 21, 1980:

Over to the meeting of February 4, 1980.

Action: Over to the meeting of February 20, 1980.

1042-80 Survey of clerical positions in the Administrative Division of the Fire Department.

Action: Adopt staff report.

1. Abolish one position in Class H-20 Lieutenant (\$2125 MO.); reassign incumbent to field duties.
2. Create one position in Class 1528 Administrative Secretary (Sch. 36.1 \$549B661, \$1194M1438). Substitution of this position for the H-20 Lieutenant will, with fringe benefit cost, result in an annual savings of approximately \$30,000.
3. Advise department to amend their annual budget accordingly.

CLASSIFICATION AND PAY: (cont.)

1044-80 Request from the Human Rights Commission to classify three new positions to monitor Affirmative Action Programs for Wastewater Management and San Francisco International Airport Construction Contracts.

Action: Adopt staff report.

1. Amend class specification for Class 2978 Employment Contract Compliance Officer II (Sch. 49.6 \$1037B1255, \$2255M2730) and retitle to Contract Compliance Officer II. Allocate one position to this class.
2. Amend the class specification for Class 2992 Employment Contract Compliance Officer I (Sch. 42.3 \$735B887, \$1599M1929) and retitle to 2992 Contract Compliance Officer I. Allocate two positions to this class.
3. Advise the department to adjust their budget accordingly.

1047-80 Approval of Personnel Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

Action: Adopt staff report. Approve. Notify the offices of the Controller and Purchaser.

1412-80 Reconsideration of Civil Service Commission action of October 2, 1979: (Commissioners Haile, Lee and Powell).
Classification of newly budgeted Systems Accounting positions in the Office of Controller.

October 2, 1979:

Deny staff report.

Action: Over to the meeting of February 20, 1980.

IN-SERVICE ACTIVITIES:

2027-80 Appeal of staff's action on appointment at higher step for Donna L. Cohen in Class 1424 Clerk Typist.

Action: Adopt staff report. Deny appeal for step 5. Approve appointment at step 2 in the compensation schedule established for Class 1424 Clerk Typist, pending the Controller's certification that funds are available.

2031-80 Appointment above the entrance rate for Lucille Nye.

Action: Approve appointment of Lucille Nye in Class 1444 Clerk Stenographer at Step 5 in the compensation schedule established for Class 1444 Clerk Stenographer, pending the Controller's certification that funds are available.

2072-80 Consideration of format proposed by Commissioner Texidor del Portillo for reporting oral authorizations.

Committee Action of January 29, 1980: Recommend format for oral authorization report proposed by Commissioner Texidor del Portillo to the full Commission for adoption with instructions to staff to submit quarterly summaries by department.

Action: Adopt.

IN-SERVICE ACTIVITIES: (cont.)

2073-80 Discussion of proposed policy on limited tenure and non-Civil Service appointments.

Committee Action of January 29, 1980:

1. Recommend to the full Commission that Department Heads should be required to sign a statement that they have read and understood the Compliance Agreement with the Office of Revenue Sharing.
2. Refer proposed policy as amended to the full Commission with a recommendation to adopt.
3. Calendar for discussion before the full Commission in 6 months a proposal to restrict temporary non-Civil Service or Limited Tenure employment to a maximum of 130-working days.

Action: Adopt proposed policy as amended.

2074-80 Hearing to Review Concerns of Commissioners and Staff Regarding Application of Data Processing to Civil Service Commission Functions.

Committee Action of January 29, 1980: Calendar for hearing before full Commission.

- Action:
1. The Commission adopted a resolution recommending to the Board of Supervisors that the General Manager, Personnel be appointed to the EDP Priority Committee.
 2. The staff in consultation with staff from the Controller's EDP Division to prepare an analysis of measures which the Commission can take concerning the increased application of data processing to Civil Service Commission functions.

2716-79 Proposed Amendments to Civil Service Commission Rule 40 - Standing Committee on Charter and Rules Revision.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Post. Notify all concerned parties. Staff to meet and confer or consult if requested.

Action: Adopt.

2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the October 1, 1979 Order of the United States District Court establishing a Consent Decree Unit in the San Francisco Police Department.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980. Mr. Michael Killelea, Deputy City Attorney, requested to be in attendance.

Action: Over to the meeting of February 20, 1980.

IN-SERVICE ACTIVITIES: (cont.)

2749-80 Appointment above the entrance rate for Dennis Cowan.

Action: Approve appointment of Dennis Cowan in Class 8146 District Attorney's Investigator at Step 5 in the compensation schedule established for Class 8146 District Attorney's Investigator, pending the Controller's certification that funds are available.

2767-79 Proposed Amendments to Civil Service Commission Rule 9, Section 9.06 - Promotional Applicants and Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles; Implementing Proposition C - November, 1979 Election.

January 7, 1980: Post for adoption at the meeting of January 21, 1980. Staff to meet and confer or consult if requested.

January 21, 1980:

1. Sever proposed Amendments to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. This proposal over to the meeting of February 4, 1980.
2. Adopt Proposed Amendments to Civil Service Commission Rule 9, Section 9.06 - Promotional Applicants, as modified by addendum report.

Action: Adopt as amended.

MISCELLANEOUS:

3002-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	0564-0582	3144-3152
	4279-4297	6754-6952

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Approve.

3003-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	0583-0598	3153-3156
	4298-4305	6954-7013

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40004-80 Examination credits for fire service-related college or university coursework in promotional examinations for the uniformed ranks of the San Francisco Fire Department.

Action: Approve course schedule and proration of promotional educational credits as recommended by the Fire Commission with the following modifications:

1. English 1A is an acceptable substitute for Engineering 54.
2. A grade of "C" or better must be achieved in order to receive promotional educational credits.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 4, 1980 - 3:00 P.M.

PART 11 - 3:00 P.M.

SEPARATIONS FROM THE SERVICES

RESIGNATIONS:

5018-80 Susan Schwab, 2910 Social Worker, 2/E-108, Department of Social Services, 12/7/79.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980. This matter to be first item of Part II calendar. Written statements from both Ms. Schwab and the Department of Social Services to be submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, by close of business Tuesday, January 29, 1980 for forwarding to each Commissioner. A statement concerning the testimony expected to be elicited from each witness intended to be called is also to be submitted by the same deadline. These statements concerning witnesses will be forwarded to the President of the Commission for a ruling as to whether the witness will be permitted to testify. Department to consult with the City Attorney to determine if a legal prohibition exists against divulging the names of clients in administrative proceedings.

Action: Over to the meeting of February 20, 1980.

5019-80 Betty Brooks, 9730 Neighborhood Coordinator, LT, Police Department, 12/13/79.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Approve.

5020-80 Fernando Garcia, 1402 Junior Clerk, CETA, Department of Public Health, Community Mental Health Services, 11/27/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATIONS: (cont)

5021-80 Clarence Nixon, 2709 School Custodian, 11/E-20, San Francisco Unified School District, 11/22/79.

Action: Approve.

5022-80 Paul J. Tompkins, 9163 Transit Operator, 38/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/22/79.

Action: Over to the meeting of February 20, 1980.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5023-80 George A. McNeil, 2709 School Custodian, 146/E-54, San Francisco Unified School District, 1/18/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

5024-80 John Mixon, 7530 Street Cleaner, 29/E-9, Department of Public Works, 12/20/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5025-80 Michael Robinson, 1630 Account Clerk, LT, Department of Social Services, 1/4/80.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Over to the meeting of February 20, 1980.

5026-80 Ursula Smith, 1630 Account Clerk, CETA, Controller, 1/4/80.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Over to the meeting of February 20, 1980.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont)

5027-80 Lionell Broussard, 2736 Porter, LT, Department of Public Health, San Francisco General Hospital/Medical Center, 1/18/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5028-80 Milton Madison, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 1/17/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission, San Francisco Municipal Railway.

5029-80 Frank Arron McDowell, 7560 Field Conservation Aide, CETA, Department of Public Works, 12/28/79.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA.

5030-80 Raymond Mitchell, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 1/17/80.

Action: Over to the meeting of March 3, 1980.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5031-80 Reconsideration of Civil Service Commission action of November 5, 1979. (Commissioners Haile, Lee and Powell).
Naomi T. Ross, 2329 Registered Nurse, 11/E-524, Department of Public Health, San Francisco General Hospital/Medical Center, 9/16/79.

November 5, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: 1. Rescind action of November 5, 1979.
 2. No restriction on future employment.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (cont)

5032-80 Yetive Edmonds, 1446 Senior Clerk Stenographer, 2/E-45, Commission on Aging, 1/3/80.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Off calendar pending review of payroll records to determine if employee has completed the probationary period.

5033-80 Francisco Cuenco, 8106 Legal Process Clerk, 7/E-6, Superior Court, County Clerk Division, 1/3/80.

Action: Over to the meeting of February 20, 1980.

APPEALS OF AUTOMATIC RESIGNATIONS:

5034-80 Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79.

December 3, 1979: Over to the meeting of February 4, 1980.

Action: Over to the meeting of February 20, 1980.

5035-80 James Cullins, 9163 Transit Operator, 763/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/13/79.

December 17, 1979: Over to the meeting of January 7, 1980.

January 20, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Over to the meeting of February 20, 1980.

5036-80 Reconsideration of Civil Service Commission action of October 15, 1979. (Commissioners Haile, Lee and Powell)
Jay Hardeman, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/29/79.

October 15, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

January 21, 1980: Over to the meeting of February 4, 1980.

Action: Over to the meeting of February 20, 1980.

APPEALS OF AUTOMATIC RESIGNATIONS: (cont)

- 5037-80 Sharon Johnson, 9910 Public Service Trainee, CETA, Department of Public Works, 1/3/80.
- Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.
- 5038-80 Reconsideration of Civil Service Commission action of July 2, 1979. (Commissioners Haile, Lee and Powell)
Charles Tyner, Sr., 9163 Transit Operator, Public Utilities Commission, San Francisco Municipal Railway, 20/E-106, 6/8/79.
- July 2, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- January 21, 1980: Over to the meeting of February 4, 1980. Mr. Tyner to be medically examined by the Public Utilities Commission Physician.
- Action: Over to the meeting of February 20, 1980.

DISMISSAL OF PERMANENT EMPLOYEES:

- 5039-80 Donald Dushkind, 2574 Clinical Psychologist, 8/E-7, Department of Public Health, Community Mental Health Service, 8/13/79.
- September 11, 1979: Over to the meeting of October 15, 1979.
- October 15, 1979: Over to the meeting of January 7, 1980.
- January 7, 1980: Over to the meeting of February 4, 1980.
- Action: Over to the meeting of March 3, 1980.
- 5040-80 Robert Brown, 9163 Transit Operator, 704/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/20/79.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission, Municipal Railway.

DISMISSAL OF PERMANENT EMPLOYEES: (cont)

5041-80 John L. Christoff, 2708 Custodian, 11/E-58, Department of Public Works, 8/10/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

5042-80 Christopher Gonzales, 8304 Deputy Sheriff, 68/E-7, Sheriff's Department, 11/29/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

5043-80 Elizabeth Hargett, 2320 Registered Nurse, 3/E-388, Department of Public Health, Laguna Honda Hospital, 1/18/80.

Action: Over to the meeting of March 3, 1980.

STANDING COMMITTEE ON AFFIRMATIVE ACTION

COMMITTEE MEMBERS

Louis Hop Lee, Chair
Allen C. Haile, Ph.D.
Darrell J. Salomon

COMMITTEE MEETING

Tuesday, January 29, 1980

7:00 P.M.

Room 282 City Hall

Present: Commissioner Lee
 Commissioner Haile
Excused: Commissioner Salomon
Commissioner Lee Presided
Guest: Commissioner Texidor del Portillo

SCAA 1-80 Proposed Committee Rules

Action: Post proposed Rules as amended for adoption at the next meeting. Notify Chairs of other Committees of the amendments and suggest that all Committee rules be amended accordingly for consistency.

SCAA 2-80 Consideration of proposed format for reporting non-Civil Service appointments and oral authorizations.

Action: Recommend format for Oral Authorization Report proposed by Commissioner Texidor del Portillo to the full Commission for adoption with instructions to staff to submit quarterly summaries by Department.

SCAA 3-80 Discussion of proposed policy on limited tenure and non-Civil Service appointments.

Action: 1. Recommend to full Commission that Department Heads should be required to sign a statement that they have read and understood the Compliance Agreement with the Office of Revenue Sharing.

2. Refer proposed policy as amended to the full Commission with a recommendation to adopt.

3. Calendar for discussion before the full Commission in six (6) months a proposal to restrict temporary non-Civil Service or Limited Tenure employment to a maximum of 130-working days.

SPECIAL ORDER OF BUSINESS

Calendar for hearing before full Commission the matter of the application of data processing to Civil Service Commission functions.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 20, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Excused: Commissioner Haile
Commissioner Salomon
Presided: Commissioner Lee (As Chair Pro Tem)

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MINUTES: Regular Meeting of February 4, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

1007-80 Request of Local 400 SEIU appealing the staff denial of an internal salary adjustment for Class 9211 Airport Police Sergeant.

Action: Under submission. Decision to be announced at the meeting of March 3, 1980.

1030-80 Personal services contracts, San Francisco Unified School District.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Over to the meeting of March 3, 1980.

1051-80 Survey of one vacant Class 1444 Clerk Stenographer position at the Hall of Flowers, Recreation and Park Department.

Action: Adopt staff report.

1. Reclassify one position in Class 1444 Clerk Stenographer (Sch. 29.7 \$409B491, 890M1068) to Class 1426 Senior Clerk Typist (Sch. 30.8 \$430B517, 935M1124).
2. Advise the department to submit a Supplemental Appropriation request to reflect this action.
3. Amend Annual Salary Ordinance Section 42/02/01/02-225

1053-80 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for over-time compensation for employees in classes designated by the "Z" symbol.

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of over-time compensation to employees in classifications designated in the staff report for the period indicated.

- 1063-80 Request to make an appointment in Class 1879 Project Manager, Special Project, at the fourth salary step and exempt per Charter Section 8.300 (5).
- Action: Adopt staff report.
1. Approve appointment of Michael La Brie in Class 1879 Project Manager, Special Project, Office of the Controller, at Step 4 in the compensation schedule established for Class 1879 Project Manager, Special Project.
 2. Authorize exemption from the Civil Service provisions of the Charter until June 30, 1981 as provided in Charter Section 8.300 (5). This exemption is renewable for such additional periods of time as authorized by the Civil Service Commission.
- 1066-80 Classification of one position authorized in the 1979-80 budget for the San Francisco International Airport.
- Action: Adopt staff report.
1. Classify one budgeted position in the requested Class 5232 Senior Traffic Engineer (Sch. 51.5 \$1136B1375).
 2. Amend Annual Salary Ordinance Section 27/00/00/30001 Administratively by removing the "SC" Symbol.
- 1067-80 Request from the Director of Public Health to amend titles of two classifications.
- Action: Adopt staff report.
1. Change the title of 1666 Fiscal Officer, Department of Public Health to "Finance Director, Department of Public Health."
 2. Change the title of 2892 Assistant Director of Public Health, Hospital Services to "Deputy Director for Institutions, Department of Public Health."
 3. Advise the department to amend their 1980-81 budget accordingly.
- This classification action involves no additional cost. There are permanent incumbents in both of the single position classifications.
- 1068-80 Amendment to Section 2.1 explanation of symbols of the Annual Salary Ordinance.
- Action: Adopt staff report. Recommend amendment of Section 2.1 of the Annual Salary Ordinance as indicated in the staff report; Forward to the Board of Supervisors.
- 1069-80 Request from the Chief Administrative Officer to utilize a class in the Staff Assistant, Special Project Series.
- Action: Refer to staff for further review of duties and responsibilities. Recalendar at the meeting of March 3, 1980.
- 1070-80 Approval of personal services contracts pursuant to Civil Service Commission order of September 11, 1979.
- Action:
1. Contracts Numbers 290, 303, 304 and 305 over to the meeting of March 3, 1980.
 2. Approve balance of contracts. Notify the Offices of the Controller and Purchaser.
- 1412-79 Reconsideration of Civil Service Commission action of October 2, 1979: (Commissioners, Haile, Lee and Powell). Classification of newly budgeted Systems Accounting positions in the Office of Controller.
- October 2, 1979: Deny staff report.
- Action: Off calendar. Refer to staff for further review.

IN-SERVICES ACTIVITIES:

- 2008-80 Various proposed Charter Amendments for June 3, 1980 ballot.
Action: Over to the meeting of March 3, 1980.
- 2067-80 Review of Employment Record of Anthony Rhodes to determine future employability.
Action: Future employment subject to the review and approval of the General Manager, Personnel.
- 2089-80 Appointment above the entrance rate for Peter Aviles.
Action: Approve appointment of Peter Aviles in Class 8182 Head Attorney, Office of the District Attorney at Step 5 in the compensation schedule established for Class 8182 Head Attorney, pending the Controller's certification that funds are available.
- 2092-80 Appointment above the entrance rate for Don Jacobson.
Action: Approve appointment of Don Jacobson in Class 8181 Assistant Chief Attorney I at Step 5 in the compensation schedule from January 10, 1980 through January 16, 1980 and in Class 8184 Chief Attorney II at Step 5 in the compensation schedule from January 17, 1980, pending the Controller's certification that funds are available.
- 2096-80 Appointment above the entrance rate for Ms. Nancy Simpson.
Action: Approve appointment of Ms. Nancy Simpson in Class 8182 Head Attorney, Office of the District Attorney at Step 5 in the compensation schedule established for Class 8182 Head Attorney, pending the Controller's certification that funds are available.
- 2099-80 Appointment above the entrance rate for Ernestine May.
Action: Approve appointment of Ernestine May in Class 2110 Medical Records Clerk, San Francisco General Hospital/Medical Center at Step 3 in the compensation schedule established for Class 2110 Medical Records Clerk, pending the Controller's certification that funds are available.
- 2100-80 Appointment above the entrance rate for Karen Fan.
Action: Approve appointment of Karen Fan in Class 2110 Medical Records Clerk, San Francisco General Hospital/Medical Center at Step 3 in the compensation schedule established for Class 2110 Medical Records Clerk, pending the Controller's certification that funds are available.
- 2101-80 Appointment above the entrance rate for Carlee C. Owen.
Action: Approve appointment of Carlee C. Owen in Class 2110 Medical Records Clerk, San Francisco General Hospital/Medical Center at Step 3 in the compensation schedule established for Class 2110 Medical Records Clerk, pending the Controller's certification that funds are available.
- 2108-80 Complaint alleging racial/sexual orientation discrimination in termination of Limited Tenure employee in the Department of Social Services.
Action: Over to the meeting of March 3, 1980.

IN-SERVICE ACTIVITIES: (cont)

2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the October 1, 1979 Order of the United States District Court establishing a Consent Decree Unit in the San Francisco Police Department.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980.
Mr. Michael Kellelea, Deputy City Attorney,
requested to be in attendance.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Over to the meeting of March 3, 1980.

MISCELLANEOUS:

3004-80 Request from the Public Administrator Office to back-date requisition.

P-154 January 2, 1980 1654 Principal Accountant.

Action: Approve as recommended by Committee.

3005-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	0597-0624	4306-4322
	7014-7092	9123-9126

Action: Approve as recommended by Committee.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 20, 1980 - 3:00 P.M.

SEPARATIONS FROM THE SERVICES

RESIGNATIONS:

5057-80 Susan Schwab, 2910 Social Worker, 2/E-108, Department of Social Services, 12/7/79.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980. This matter to be first item of Part II calendar. Written statements from both Ms. Schwab and the Department of Social Services to be submitted to the Assistant Secretary, Civil Service Commission, Room 153 City Hall, by close of business Tuesday, January 29, 1980 for forwarding to each Commissioner. A statement concerning the testimony expected to be elicited from each witness intended to be called is also to be submitted by the same deadline. These statements concerning witnesses will be forwarded to the President of the Commission for a ruling as to whether the witness will be permitted to testify. Department to consult with the City Attorney to determine if a legal prohibition exists against divulging the names of clients in administrative proceedings.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Future employment subject to the review and approval of the General Manager, Personnel. To remain under waiver on all current eligible lists until waiver removed by the General Manager, Personnel.

5058-80 Janet Davis, 2806 Disease Control Investigator, LT, Department of Public Health, Central Office, 1/11/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5059-80 Earl Johnson, 2903 Eligibility Worker, 183/E-10, Department of Social Services, 10/5/79.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

RESIGNATIONS: (cont)

5060-80 Paul J. Tompkins, 9163 Transit Operator, 38/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/22/79.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Approve. Not to be employed again as a Transit Operator. Future employment subject to medical clearance by a Physician designated by the Commission.

TERMINATION OF TEMPORARY APPOINTMENTS:

5044-80 Sylvia Stewart, 3320 Animal Keeper, 16/E-8, Recreation and Park Department, 1/17/80.

Action: Return name to list.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5045-80 Russell Cooper, 1404 Clerk, TLT, Police Department, 1/22/80.

Action: Over to the meeting of March 3, 1980.

5046-80 Michael Robinson, 1630 Account Clerk, LT, Department of Social Services, 1/4/80.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Over to the meeting of March 3, 1980.

5047-80 Ursula Smith, 1630 Account Clerk, CETA, Controller, 1/4/80.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller's Office.

5048-80 Diane Wesley, A259 Building Director, LT, San Francisco Art Commission, 1/31/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Art Commission.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont)

5049-80 Barbara Williams, 2586 Health Worker II, LT, San Francisco Unified School District, 1/24/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5050-80 Michael Bello, H-2, Firefighter, 147/E-26, San Francisco Fire Department, 1/14/80. (Future Employability Only)

Action: Over to the meeting of March 3, 1980.

5051-80 Daniel B. Courtney, H-2 Firefighter, 109/E-26, San Francisco Fire Department, 1/18/80. (Future Employability Only)

Action: No restriction on future employment.

5052-80 Francisco Cuenco, 8106 Legal Process Clerk, 7/E-6, Superior Court, County Clerk Division, 1/3/80.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Over to the meeting of March 17, 1980.

5053-80 Richard B. Daniels, H-2 Firefighter, 200/E-26, San Francisco Fire Department, 1/21/80. (Future Employability Only)

Action: Over to the meeting of March 3, 1980.

5054-80 Leander Duhring, H-2 Firefighter, 199/E-26, San Francisco Fire Department, 1/18/80. (Future Employability Only)

Action: Over to the meeting of March 17, 1980.

5055-80 Sean Layne, 9163 Transit Operator, 1342/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/5/80.

Action: Over to the meeting of March 17, 1980.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (cont)

5056-80 Linda Lee, 330 Deputy Clerk, 28/E-18, Municipal Court, 2/7/80.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Municipal Court.

APPEALS OF AUTOMATIC RESIGNATIONS:

5061-80 Elizabeth Bakewell, 1708 Senior Telephone Operator, 2/E-4, Electricity, 1/2/80.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position. Properly certified leave of absence papers to be submitted for all periods of absence.

5062-80 James Cullins, 9163 Transit Operator, 763/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/13/79.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Deny appeal. Approve Automatic Resignations. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5063-80 Reconsideration of Civil Service Commission action of October 15, 1979. (Commissioners Haile, Lee and Powell)
Jay Hardeman, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/29/79.

October 15, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Sustain action of October 15, 1979.

APPEALS OF AUTOMATIC RESIGNATIONS: (cont)

5064-80 William Hicks, 1428 Ward Clerk, 11/E-53, Department of Public Health, San Francisco General Hospital/Medical Center, 12/20/79.

Action: Over to the meeting of March 17, 1980.

5066-80 Reconsideration of Civil Service Commission action of September 21, 1978. (Commissioners Haile, Lee and Powell)
William Pearson, 9163 Transit Operator, V19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 9/21/78.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5067-80 Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79.

December 3, 1979: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Over to the meeting of March 3, 1980.

5068-80 Reconsideration of Civil Service Commission action of July 2, 1979. (Commissioners Haile, Lee and Powell)
Charles Tyner, Sr., 9163 Transit Operator, 20/E-106, Public Utilities Commission, San Francisco Municipal Railway, 6/8/79.

July 2, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

January 21, 1980: Over to the meeting of February 4, 1980. Mr. Tyner to be medically examined by the Public Utilities Commission Physician.

February 4, 1980: Over to the meeting of February 20, 1980.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position. To commence a six months probationary period subject to all the terms and conditions of probation as dictated by Charter Section 8.340 and Civil Service Commission Rules 6 and 16.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 3, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

MAR 11 1980

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Present: Commissioner Haile

Commissioner Lee

Commissioner Powell

Commissioner Salomon

Commissioner Texidor del Portillo

Excused: Commissioner Texidor del Portillo for Items 40014, 40015,
2129, 2131 and all of Part II.

Presided: Commissioner Salomon

MINUTES: Regular Meeting of February 4, 1980: Correct action on Item 5019-80 concerning the resignation of Betty Brooks, Class 9730 Neighborhood Coordinator, San Francisco Police Department from "Approve" to "Remand to the Chief of Police for reconsideration of the certification of services."

Regular Meeting of February 20, 1980: Approve.

CLASSIFICATION AND PAY:

1061-80 Amendment to report #1061-80, Item No. 1, Internal Adjustment for Class 2895 Program Chief, Community Mental Health Services.

Action: Adopt staff report.

1065-80 Request to classify four new Plumber positions for the San Francisco Unified School District.

Action: Adopt staff report.

1. Classify four new positions in the requested Class 7347 Plumber (Sch. 44.5, \$814B984, \$1770M2140).

2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution to reflect this action.

1069-80 Request from the Chief Administrative Officer to classify a position in the Service Charge office of the Wastewater Program.

February 20, 1980: Over to the meeting of March 3, 1980.

Action: Allocate one position to Class 5786 Assistant Director of Public Works (Administrative) and advise the Department to submit a requisition to staff the position.

1007-80 Request of Local 400 SEIU appealing the staff denial of an internal salary adjustment for Class 9211 Airport Police Sergeant.

February 20, 1980: Under submission. Decision to be announced at the meeting of March 3, 1980.

Action: Off Calendar.

CLASSIFICATION AND PAY: (cont)

- 1030-80 Personal Services Contracts, San Francisco Unified School District.
- January 21, 1980: Over to the meeting of February 4, 1980.
- February 4, 1980: Over to the meeting of February 20, 1980.
- February 20, 1980: Over to the meeting of March 3, 1980.
- Action: Over to the meeting of March 17, 1980.
- 1070-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.
- February 20, 1980: Contracts 290, 303, 304 and 305 over to the meeting of March 3, 1980. Approve balance of staff report.
- Action: Approve. Notify the offices of the Controller and Purchaser.
- 1080-80 Classification of one position authorized in the 1979-80 budget for the Office of the City Attorney.
- Action: Adopt staff report.
1. Classify one budgeted position in the requested Class 8184 Chief Attorney II (Sch. 58.2 \$1573B1909).
 2. Amend Annual Salary Ordinance Section 03/01/00/30001 administratively by removing the "SC" symbol
- 1090-80 Classification of one new position authorized in the 1979-80 budget for the Office of the City Attorney.
- Action: Over to the meeting of March 17, 1980.
- 1091-80 Proposed amendment to class specification for Class 1843 Associate Coordinator, Commission on the Status of Women.
- Action: Adopt staff report. Amend the class specification for Class 1843 Associate Coordinator, as recommended.
- 1092-80 Establishment of an environmental review series of classes for the Department of City Planning and classification of four new positions in the 1979-80 budget.
- Action: Adopt staff report.
- A. Establish the following new classifications and allocate one position to each class:
 1. 5299 Planner IV-Environmental Review (J,Z Sch. 46.8 \$908B1099, \$1975M2390).
 2. 5298 Planner III-Environmental Review (J,Z Sch. 43.3 \$769B929, \$1673M2021).
 3. 1817 Copy Reader (J,Z 37.8 \$594B717, \$1292M1559).
 - B. Amend class specification for Class 5278 Planner II (Z Sch. 39.8 \$652B788, \$1418M1714) and allocate one position to this class.
 - C. Delete 4 temporary positions enumerated in the budget as follows:
 - 1-A285 Assistant Environmental Review Officer (J,Z \$830 Flat)
 - 1-A286 Environmental Review Specialist (J,Z \$704 Flat)
 - 1-A287 Environmental Review Specialist (J,Z \$596 Flat)
 - 1-A288 Technical Editor (J,Z \$596 Flat)

CLASSIFICATION AND PAY: (cont)

- 1092-80 (CONT) D. Amend Section 29/00/00/01001 of the Annual Salary Ordinance accordingly.
- E. Advise the department to amend their budget accordingly.

- 1093-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.
- Action: 1. Approve all contracts except those extending beyond one year. Notify the offices of Controller and Purchaser.
2. Contracts extending beyond one year over to the meeting of March 17, 1980. Staff to consult with the City Attorney on the legality of contracts over one year. Commissioner Lee appointed a Committee of One to structure a format for reviewing contracts.

IN-SERVICE ACTIVITIES:

- 2008-80 Various proposed Charter Amendments for June 3, 1980 ballot.
- February 20, 1980: Over to the meeting of March 3, 1980.
- Action: Notify the Board of Supervisors that the Commission took the following action:
1. Proposed amendment to Charter Section 3.510 concerning exemption of Deputy Directors of Public Health: recommend submission of the proposed amendment.
2. Proposed amendment to Charter Section 3.510 concerning exemption of Assistant Administrators of San Francisco General Hospital: recommend that the proposed Charter amendment not be submitted.
3. Proposed amendment to Charter Section 3.661 establishing a Senior Executive Service: recommend that the proposed amendment not be submitted.
4. Proposed amendment to Charter Section 8.400 regarding salary supplements: recommend submission.
- 2108-80 Complaint alleging racial/sexual orientation discrimination in termination of Limited Tenure employee in the Department of Social Services.
- February 20, 1980: Over to the meeting of March 3, 1980.
- Action: Off calendar. (See item 5046-80 on Part II calendar).
- 2129-80 From the General Manager, Personnel: Budget Request, Civil Service Commission, Fiscal Year 1980-81.
- Action: Over to the Special Meeting of March 14, 1980 at 9:00 A.M.
- 2130-80 Request for Appointment above the entrance rate in certain classifications.
- Action: Adopt staff report. Approve appointments at Step 5 of the Compensation Schedule for newly appointed employees and Step 5 adjustments for current permanent employees in Classes 7347 Plumber, 7348 Steam-fitter, 7360 Pipe Welder and 7388 Utility Plumber, effective as of the adoption date of this report, pending the Controller's certification that funds are available.
- 2131-80 From Commissioner Lee:
Discussion of Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave.
- Action: Refer to Standing Committee on Affirmative Action.

IN-SERVICE ACTIVITIES: (cont)

- 2392-79 Reconsideration of Civil Service Commission action of October 2, 1979: Request of appointment above the entrance rate for Bruce Gordon, M.D., 2230 Physician Specialist. (Commissioners Haile, Powell and Texidor del Portillo).
- October 2, 1979: Adopt staff report. Deny request for appointment above the entrance rate for Bruce Gordon, M.D.
- Action: Approve request. Authorize the appointment of Bruce Gordon, M.D., 2230 Physician Specialist at step 5 in the Compensation Schedule for Class 2230 Physician Specialist.

- 2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the October 1, 1979 Order of the United States District Court establishing a Consent Decree Unit in the San Francisco Police Department.
- December 17, 1979: Over to the meeting of January 7, 1980.
- January 7, 1980: Over to the meeting of January 21, 1980.
- January 21, 1980: Over to the meeting of February 4, 1980. Mr. Michael Killelea, Deputy City Attorney, requested to be in attendance.
- February 4, 1980: Over to the meeting of February 20, 1980.
- February 20, 1980: Over to the meeting of March 3, 1980.
- Action: Over to the meeting of March 17, 1980.

MISCELLANEOUS:

- 3006-80 Request from Juvenile Court to back-date requisition.
- E-001 November 9, 1979 8407 Traffic Hearing Officer
- Action: Approve as recommended by Committee.
- 3007-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.
- Oral Authorization Numbers: 4323-4342 7093-7152
- Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40014-80 Reconsideration of staff's action on key protests in examination for 8306 Senior Deputy Sheriff.
- Action: 1. Eliminate Item 34.
2. All other items over to the meeting of March 17, 1980. The Assistant Secretary, Civil Service Commission to appoint a panel to review key protests and make recommendations to the Commission.
- 40015-80 Appeal of staff denial on unsatisfactory rating given to Mr. Ross R. Jernigan, Jr.
- Action: Grant appeal. Award satisfactory background rating to Ross R. Jernigan, Jr. in this examination for Class Q-2 Police Officer.



RECRUITMENT AND EXAMINATIONS: (cont.)

40014-80 Action: 1. Eliminate Item 34.
(cont.)
2. All other items over to the meeting of March 17, 1980. The Assistant Secretary, Civil Service Commission to appoint a panel to review key protests and make recommendations to the Commission.

40015-80 Appeal of staff denial on unsatisfactory rating given to Mr. Ross R. Jernigan, Jr.

Action: Grant appeal. Award satisfactory background rating to Ross R. Jernigan, Jr. in this examination for Class Q-2 Police Officer.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 3, 1980 - 3:00 P.M.

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (entrance)

5030-80 Raymond Mitchell, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 1/17/80.

February 4, 1980: Over to the meeting of March 3, 1980.

Action: Over to the meeting of April 7, 1980.

5045-80 Russell Cooper, 1404 Clerk, TLT, Police Department, 1/22/80.

February 4, 1980: Over to the meeting of March 3, 1980.

Action: Over to the meeting of March 17, 1980.

5046-80 Michael Robinson, 1630 Account Clerk, LT, Department of Social Services, 1/4/80.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Over to the meeting of March 3, 1980.

Action: Disapprove. Reinstate to position without backpay.
(Commissioner Salomon abstained with permission of the other Commissioners).

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5050-80 Michael Bello, H-2 Firefighter, 147/E-26, San Francisco Fire Department, 1/14/80.

February 20, 1980: Over to the meeting of March 3, 1980.

Action: Over to the meeting of March 17, 1980.

5053-80 Richard B. Daniels, H-2 Firefighter, 200/E-26, San Francisco Fire Department, 1/21/80.

February 20, 1980: Over to the meeting of March 3, 1980.

Action: Off calendar. Mr. Daniels to notify the Assistant Secretary, Civil Service Commission, when prepared to proceed. To remain under waiver of employment until reviewed by Commission.

APPEAL OF AUTOMATIC RESIGNATION:

5067-80 Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79.
December 3, 1979: Over to the meeting of February 4, 1980.
February 4, 1980: Over to the meeting of February 20, 1980.
February 20, 1980: Over to the meeting of March 3, 1980.
Action: Over to the meeting of April 7, 1980.

DISMISSALS OF PERMANENT EMPLOYEES:

5069-80 Ernie A. Massola, 7514 General Laborer, V-40/E-109, Public Utilities Commission, San Francisco Municipal Railway, 2/15/80.
Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service and medical clearance by the Civil Service Commission Medical Examiner.

5070-80 Joseph Savoy, 9163 Transit Operator, 99/E-95, Public Utilities Commission, San Francisco Municipal Railway, 2/13/80.
Action: No future employment with the City and County of San Francisco unless this order is cancelled by the Civil Service Commission following exoneration of criminal charges.

5071-80 Walter G. Wilburn, 9163 Transit Operator, 682/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/13/80.
Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

5072-80 Raymond Perkins, 2302 Orderly, 29/E-304, Department of Public Health, Laguna Honda Hospital, 11/26/79.
Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5073-80 Elizabeth Hargett, 2320 Registered Nurse, 3/E-388, Department of Public Health, Laguna Honda Hospital, 1/18/80.
February 4, 1980: Over to the meeting of March 3, 1980.
Action: No restriction on future employment.

DISMISSALS OF PERMANENT EMPLOYEES: (cont)

5074-80 Donald Dushkind, 2574 Clinical Psychologist, 8/E-7, Department of Public Health, Community Mental Health Service, 8/13/79.

September 11, 1979: Over to the meeting of October 15, 1979.

October 15, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of March 3, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 17, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Presided: Commissioner Salomon

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MINUTES: Regular Meeting of March 3, 1980

Action: Approve.

CLASSIFICATION AND PAY:

1030-80 Personal Services Contracts, San Francisco Unified School District.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Over to the meeting of March 3, 1980.

March 3, 1980: Over to the meeting of March 17, 1980.

Action: Over to the meeting of April 7, 1980.

1085-80 Classification of one position authorized in the 1979-80 Budget for the San Francisco International Airport.

Action: Adopt staff report.

1. Adopt a new classification of 9255 Airport Economic Planner (J,Z Sch. 51.0 \$1109B1342); Allocate one newly budgeted position to this new class.
2. Delete the following position listed in the budget: A250 Head Statistical and Economic Analyst (J,Z Sch. 51.0 \$1109B1342).
3. Amend Section 27/00/00/30001 of the Annual Salary Ordinance to reflect this action.
4. Advise the Airport to amend their budget accordingly.

1090-80 Classification of one new position authorized in the 1979-80 Budget for the Office of the City Attorney.

March 3, 1980: Over to the meeting of March 17, 1980.

Action: Adopt staff report.

1. Allocate one position budgeted in Class 1861 Systems and Procedures Analyst, Special Project (Sch. 39.8 \$652B788, \$1418M1714) to Class 1862 Systems and Procedures Analyst (Sch. 39.8 \$652B788, \$1418M1714).
2. Advise department to amend their Annual Budget accordingly.

This classification action involves no additional cost. The Examination Division will be informed of the need for an examination in this class. The current list applies to San Francisco Unified School District only.

CLASSIFICATION AND PAY: (cont)

- 1093-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.
- March 3, 1980:
1. Approve all contracts except those extending beyond one year. Notify the offices of the Controller and Purchaser.
 2. Contracts extending beyond one year over to the meeting of March 17, 1980 (Numbers 312 and 330). Staff to consult with the City Attorney on the legality of contracts over one year. Commissioner Lee appointed a Committee of One to structure a format for reviewing contracts.
- Action:
1. Approve Contract Number 312. Notify the offices of the Controller and Purchaser.
 2. Contract Number 330 over to the recessed meeting of March 24, 1980. Assistant Secretary to consult with the City Attorney as to legality of contracting out for legal services.
- 1116-80 Reclassification of one vacant position in Class 1658 Chief Accountant, Department of Social Services.
- Action: Adopt staff report.
1. Delete one position in Class 1658 Chief Accountant.
 2. Establish Class 1896 Director, Welfare Audits (J,Z \$1073B1298, \$2334M2823) and allocate one position thereto.
 3. Amend Annual Salary Ordinance Section 45/00/00/01001 to reflect this action.
 4. Advise the department to submit a supplemental appropriation request.
- 1117-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.
- Action:
1. Sever Contracts Numbers 349, 354P, 364 and 365-over to the recessed meeting of March 24, 1980.
 2. Approve all other Contracts. Notify the offices of the Controller and Purchaser.
- IN-SERVICE ACTIVITIES:
- 2122-80 Appointment above the entrance rate for Julie Loomis.
- Action: Approve appointment of Julie Loomis in Class 1444 Clerk Stenographer, Airports Commission at Step 5 in the Compensation Schedule established for Class 1444 Clerk Stenographer, pending the Controller's certification that funds are available.
- 2125-80 Review of Employment Record of Marlana Olivera to determine future employability.
- Action: Over to the meeting of April 7, 1980.
- 2127-80 Appointment above the entrance rate for Rena Cassinanti.
- Action: Approve appointment of Rena Cassinanti in Class 1446 Senior Clerk Stenographer, Retirement System at Step 5 in the Compensation Schedule established for Class 1446 Senior Clerk Stenographer, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

- 2129-80 From the General Manager, Personnel: Budget Request, Civil Service Commission, Fiscal Year 1980-81.
- March 3, 1980: Over to the Special Meeting of March 14, 1980 at 9:00 A.M.
- Action: Meeting recessed to Wednesday, March 19, 1980 at 2:00 P.M.
- 2141-80 Request for Work Schedule of Forty Hours in Four Days.
- Action: Approve work schedule of forty hours in four consecutive days for Class 7412 Automotive Service Worker Assistant Supervisor in accordance with Provisions of Section II A.I of the Salary Standardization Ordinance.
- 2145-80 Appointment above the entrance rate for Tavi Karpilow.
- Action: Approve appointment of Tavi Karpilow in Class 2556 Physical Therapist, San Francisco General Hospital at Step 5 in the Compensation Schedule established for Class 2556 Physical Therapist, pending the Controller's certification that funds are available.
- 2146-80 Appointment above the entrance rate for Barbara Calmes.
- Action: Approve appointment of Barbara Calmes in Class 1426 Senior Clerk Typist, Office of Controller at Step 4 in the Compensation Schedule established for Class 1426 Senior Clerk Typist, pending the Controller's certification that funds are available.
- 2154-80 Commendation for Perry Lavelle, Elevator Operator, War Memorial.
- Action: Adopt.
- 2155-80 Appointment above the entrance rate for Anthony J. Taormina.
- Action: Approve appointment of Anthony J. Taormina in Class 9383 Deputy Port Director (Maritime Affairs), Port of San Francisco at Step 4 in the Compensation Schedule established for Class 9383 Deputy Port Director, pending the Controller's certification that funds are available.
- 2156-80 Findings of Fact in the Matter of appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of Imposition of Mandatory Sick Leave under Civil Service Commission Rule 22.05 (b) on Remand from the Superior Court.
- April 3, 1978: 1. Grant appeal. Return to duty.
2. Deny request for back pay.
- June 19, 1978: Deny request for reconsideration of action of April 3, 1978.
- March 19, 1979: Over to the meeting of April 2, 1979.
- April 2, 1979: Over to the meeting of April 16, 1979.
- April 16, 1979: 1. Direct the City Attorney not to appeal.
2. Request for back pay over to the meeting of May 7, 1979. Witnesses requested on behalf of Alice Rogers to be in attendance.
- May 7, 1979: Over to the meeting of May 21, 1979.
- May 21, 1979: Over to the meeting of June 4, 1979.

IN-SERVICE ACTIVITIES: (cont)

2156-80 June 4, 1979: Off calendar for review of the record and preparation of findings. To be recalendared for adoption of findings.
(CONT)

Action: Adopt.

2165-80 Commendation for J. Warren Conlin, Department of Social Services, upon his retirement.

Action: Adopt.

2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the October 1, 1979 Order of the United States District Court establishing a Consent Decree Unit in the San Francisco Police Department.

December 17, 1979: Over to the meeting of January 7, 1980.

January 7, 1980: Over to the meeting of January 21, 1980.

January 21, 1980: Over to the meeting of February 4, 1980.
Mr. Michael Killelea, Deputy City Attorney, requested to be in attendance.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Over to the meeting of March 3, 1980.

March 3, 1980: Over to the meeting of March 17, 1980.

Action: Over to the meeting of April 7, 1980.

MISCELLANEOUS:

3008-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0625-0690 4343-4371
7153-7212

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40014-80 Reconsideration of staff's action on key protests in examination for 8306 Senior Deputy Sheriff.

March 3, 1980: 1. Eliminate Item 34.
2. All other items over to the meeting of March 17, 1980. The Assistant Secretary, Civil Service Commission to appoint a panel to review key protests and make recommendations to the Commission.

Action: Adopt staff report. Eliminate question #41, allow alternatives #1 or #2 to question #71, deny appeals on all other questions.
Adopt key.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 17, 1980 - 3:00 P.M.

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5075-80 Russell Cooper, 1404 Clerk, TLT, Police Department, 1/22/80.
February 20, 1980: Over to the meeting of March 3, 1980.
March 3, 1980: Over to the meeting of March 17, 1980.
Action: Over to the meeting of April 7, 1980.
- 5076-80 Richard E. Willett, Q-60 Lieutenant, LT, V234/E-20, Police Department, 2/15/80.
Action: Over to the meeting of April 7, 1980.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5077-80 Michael Bello, H-2 Firefighter, 147/E-26, San Francisco Fire Department, 1/14/80.
February 20, 1980: Over to the meeting of March 3, 1980.
March 3, 1980: Over to the meeting of March 17, 1980.
Action: Off calendar.
- 5078-80 Francisco Cuenco, 8106 Legal Process Clerk, 7/E-6, Superior Court, County Clerk Division, 1/3/80.
February 4, 1980: Over to the meeting of February 20, 1980.
February 20, 1980: Over to the meeting of March 17, 1980.
Action: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.
- 5079-80 Leander Duhring, H-2 Firefighter, 199/E-26, San Francisco Fire Department, 1/18/80.
(Future Employability Only)
February 20, 1980: Over to the meeting of March 17, 1980.
Action: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (cont)

5080-80 Sean Layne, 9163 Transit Operator, 1342/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/5/80.
February 20, 1980: Over to the meeting of March 17, 1980.
Action: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

APPEALS OF AUTOMATIC RESIGNATIONS:

5081-80 William Hicks, 1428 Ward Clerk, 11/E-53, Department of Public Health, San Francisco Hospital/Medical Center, 12/20/79.
February 20, 1980: Over to the meeting of March 17, 1980.
Action: Over to the meeting of April 7, 1980.

5082-80 Eleanor Dossee, 1444 Clerk Stenographer, NCS, Mayor's Emergency Services, 2/28/80.
Action: Off calendar.

DISMISSALS OF PERMANENT EMPLOYEES:

5083-80 Albert Landrum, 9163 Transit Operator, 326/E-111, Public Utilities Commission, San Francisco Municipal Railway, 1/10/80.
Action: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

5084-80 James A. Lawrence, 7334 Stationary Engineer, V37/E-17, Public Utilities Commission, San Francisco Municipal Railway, 11/30/79.
Action: Over to the meeting of April 7, 1980.

5085-80 John L. Smith, 2526 Ambulance Driver, V13/E-3, Department of Public Health, Emergency Medical Services, 3/5/80.
Action: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

RECESSED SPECIAL MEETING OF MARCH 14, 1980

MARCH 17, 1980 - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Commissioner Salomon presided.

CLASSIFICATION AND PAY:

- 1056-80 Request from the Port of San Francisco for Reconsideration of the Staff Denial of an Internal Adjustment for Class 9387 Port Traffic Manager.
March 14, 1980: Meeting recessed to March 17, 1980, 2:00 P.M.
Action: Deny staff report. Approve request of the Port Commission.
- 1084-80 Request for Reconsideration of Staff Denial of request to delete Contra Costa County Data for Benchmark Class 9220 Airport Operations Supervisor.
March 14, 1980: Meeting recessed to March 17, 1980, 2:00 P.M.
Action: Adopt staff report. Deny request.
- 1101-80 Matters pertaining to Salary Standardization, 1980-81, which were referred back to staff by the Civil Service Commission on February 13, 1980.
March 14, 1980: Meeting recessed to March 17, 1980, 2:00 P.M.
Action: Adopt staff report. Forward to the Board of Supervisors.
- 1106-80 Request for Reconsideration of Staff Denial of requests for Internal Adjustments, various classifications in the Transit Promotive series in the 1980-81 Salary Standardization Ordinance.
March 14, 1980: Meeting recessed to March 17, 1980, 2:00 P.M.
Action: Adopt staff report. Deny requests.
- 1107-80 Request from the Port of San Francisco for Reconsideration of the Staff Denial of an Internal Adjustment for Class 9396 Commercial Property Manager.
March 14, 1980: Meeting recessed to March 17, 1980, 2:00 P.M.
Action: Adopt staff report. Deny request.
- 1114-80 Salary Standardization Update 1980-81; including recommendations on Internal Adjustments and on other requests relating to Standardization which have been received from Employees, Employee Representatives and Departments.
Action: Recessed to Wednesday, March 19, 1980, 2:00 P.M.



STANDING COMMITTEE ON AFFIRMATIVE ACTION

COMMITTEE MEETING

Tuesday, March 11, 1980

4:00 P.M.

Room 2-B City Hall

Present: Commissioner Lee
Commissioner Haile
Excused: Commissioner Salomon
Presided: Commissioner Lee

MINUTES: January 29, 1980.

Action: Approve.

SCAA 1-80

Proposed Committee Rules

January 29, 1980: Post proposed Rules as amended for adoption at the next meeting. Notify chairs of other Committees of the amendments and suggest that all Committee Rules be amended accordingly for consistency.

Action: Over to the next meeting.

SCAA 4-80

Consideration of Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave.

Action: Continued to the call of the Chair.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon
Allen Haile, Ph.D.
Louis Hop Lee
Genevieve Powell
Carlota Texidor del Portillo

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

March 14, 1980

1:30 P.M.

Room 2-P City Hall

(Basement)

CLASSIFICATION AND PAY:

- 1114-80 Salary Standardization Update 1980-81; including recommendations on Internal Adjustments and on other requests relating to Salary Standardization which have been received from Employees, Employee Representatives and Departments.

 - 1101-80 Matters pertaining to Salary Standardization, 1980-81, which were referred back to staff by the Civil Service Commission on February 13, 1980.

 - 1056-80 Request from the Port of San Francisco for Reconsideration of the Staff Denial of an Internal Adjustment for Class 9387 Port Traffic Manager.

 - 1107-80 Request from the Port of San Francisco for Reconsideration of the Staff Denial of an Internal Adjustment for Class 9396 Commercial Property Manager.

 - 1106-80 Request for Reconsideration of Staff Denial of requests for Internal Adjustments, various classifications in the Transit Promotive series in the 1980-81 Salary Standardization Ordinance.

 - 1084-80 Request for Reconsideration of Staff Denial of request to delete Contra Costa County Data for Benchmark Class 9220 Airport Operations Supervisor.
- Action: Meeting recessed to March 17, 1980 at 2:00 P.M. due to lack of quorum.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon
Allen Haile, Ph.D.
Louis Hop Lee
Genevieve Powell
Carlota Texidor del Portillo

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

March 19, 1980

2:00 P.M.

Room 2-B City Hall

(Basement)

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo

Commissioner Salomon presided.

CLASSIFICATION AND PAY:

1114-80 Salary Standization Update 1980-81; including recommendations on Internal Adjustments and on other requests relating to Salary Standardization which have been received from Employees and Employee Representatives and Departments.

March 14, 1980: Meeting recessed to March 17, 1980, 2:00 P.M.

March 17, 1980: Meeting recessed to March 19, 1980, 2:00 P.M.

- Action:
1. Reject proposal to amend salary data for craft benchmarks by recalculating base rate of pay to include all taxable income and subtracting vacation and holiday benefits proportional to such benefits granted to City and County employees.
(Vote of 4 to 1: Commissioner Salomon dissents)
 2. Staff directed to research and report back by July 30, 1980 the proposal rejected above and the feasibility for use of such a formula for salary standardization, Fiscal Year 1981-82.
 3. Deny request to delete data from Santa Clara County in the Management Aide Class for the benchmark Junior Management Assistant.
 4. Approve staff request to amend data based on corrections of BASSC information received subsequent to Commission action with the stipulation that the Commission be presented with a report detailing any changes made.
 5. Adopt staff report and forward to the Board of Supervisors with the following amendments:
 - A. Amend item #2 by correcting class number and title from 8205 Institutional Police Sergeant to 9211 Airport Police Sergeant.
 - B. Reinstate benchmark 2586 Health Worker II, remove Health Workers from benchmark 2910 Social Worker, conduct survey in accordance with Charter Section 8.407, amend staff report accordingly, and forward to the Board of Supervisors.

IN-SERVICE ACTIVITIES:

2129-80 From the General Manager, Personnel: Budget Request, Civil Service Commission, Fiscal Year 1980-81.

March 3, 1980: Over to the Special Meeting of
March 14, 1980, 9:00 A.M.

March 14, 1980: Meeting recessed to March 17, 1980,
2:00 P.M.

March 17, 1980: Meeting recessed to March 19, 1980,
2:00 P.M.

Action: Approve budget requests submitted in accordance with the
Mayor's instruction.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

RECESSED MEETING OF MARCH 17, 1980

TO MARCH 24, 1980 - 2:00 P.M.

DOCUMENTS DEPT.

APR 1 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Salomon
Commissioner Haile
Commissioner Lee
Excused: Commissioner Powell
Commissioner Texidor del Portillo
Presided: Commissioner Salomon

CLASSIFICATION AND PAY:

1093-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.

March 3, 1980:

1. Approve all contracts except those extending beyond one year. Notify the offices of the Controller and Purchaser.
2. Contracts extending beyond one year over to the meeting of March 17, 1980 (Numbers 312 and 330). Staff to consult with the City Attorney on the legality of contracts over one year. Commissioner Lee appointed a Committee of One to structure a format for reviewing contracts.

March 17, 1980:

1. Approve Contract Number 312. Notify the offices of the Controller and Purchaser.
2. Contract Number 330 over to the recessed meeting of March 24, 1980. Assistant Secretary to consult with the City Attorney as to legality of contracting out for legal services.

Action: Approve. Notify the offices of the Controller and Purchaser.

1117-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.

March 17, 1980:

1. Sever Contracts Numbers 349, 354P, 364 and 365-over to the recessed meeting of March 24, 1980.
2. Approve all other Contracts. Notify the offices of the Controller and Purchaser.

Action: 1. Approve Contracts Numbers 349 and 354P. Notify the offices of the Controller and Purchaser.
2. Contracts Numbers 364 and 365 over to the meeting of April 7, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

MARCH 24, 1980

2:00 P.M.

SEPARATIONS FROM THE SERVICE

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5086-80 Francisco Cuenco, 8106 Legal Process Clerk, 7/E-6, Superior Court, County Clerk Division, 1/3/80.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Superior Court, County Clerk Division.

5087-80 Leander Duhring, H-2 Firefighter, 199/E-26, San Francisco Fire Department, 1/18/80.
(Future Employability Only)

February 20, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

Action: Off calendar. Mr. Duhring to notify the Assistant Secretary, Civil Service Commission, when prepared to proceed. To remain under waiver of all employment pending final action by the Commission.

5088-80 Sean Layne, 9163 Transit Operator, 1342/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/5/80.

February 20, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSALS OF PERMANENT EMPLOYEES:

5089-80 Albert Landrum, 9163 Transit Operator, 326/E-111, Public Utilities Commission, San Francisco Municipal Railway, 1/10/80.

March 17, 1980: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

5090-80 John L. Smith, 2526 Ambulance Driver, V13/E-3, Department of Public Health, Emergency Medical Services, 3/5/80.

March 17, 1980: Meeting recessed to Monday, March 24, 1980 at 2:00 P.M.

Action: No restriction on future employment.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 7, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

APR 14 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Salomon
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Excused: Commissioner Haile

MINUTES: Regular Meeting of March 17, 1980

Action: Approve.

CLASSIFICATION AND PAY:

1030-80 Personal Services Contracts, San Francisco Unified School District.

January 21, 1980: Over to the meeting of February 4, 1980.
February 4, 1980: Over to the meeting of February 20, 1980.
February 20, 1980: Over to the meeting of March 3, 1980.
March 3, 1980: Over to the meeting of March 17, 1980.
March 17, 1980: Over to the meeting of April 7, 1980.

Action: 1. Over to the meeting of April 21, 1980.
2. San Francisco Unified School District requested to review contracts to determine if any would be covered as "Administrative Contracts" under the State of California Educational Code.

1117-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.

March 17, 1980: 1. Sever Contracts Numbers 349, 354P, 364 and 365-over to the recessed meeting of March 24, 1980.
2. Approve all other Contracts. Notify the offices of the Controller and Purchaser.
March 24, 1980: 1. Approve Contracts Numbers 349 and 354P. Notify the offices of the Controller and Purchaser.
2. Contracts Numbers 364 and 365-over to the meeting of April 7, 1980.

Action: Approve. Notify the offices of the Controller and Purchaser.

1132-80 Classification of one new position (1979-80 Budget) of 1458 Legal Stenographer for the San Francisco Unified School District.

Action: Adopt staff report.
1. Classify one new position in Class 1458 Legal Stenographer (Sch. 32.7 \$469B565, 1020M1229) as requested.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution to reflect this action.

CLASSIFICATION AND PAY: (cont)

1142-80 Classification of three positions in the San Francisco Unified School District.

Action: Adopt staff report.

1. Establish a new classification 9976 Community Relations Specialist, San Francisco Unified School District (Sch. 33.0 J,Z \$475B572, 1033M1244; 1980-81: Sch. 34.9 \$519B625, 1129M1359).
2. Allocate two positions budgeted as A101 Parent Leadership Specialist (Sch. J,Z \$450 B/W Flat Rate) to the new Class 9976.
3. Reallocate one position in Class 3594 Instructional Aide II (Sch. 27.7 \$374B448, 813M974) to the new Class 9976.
4. Approve this class as exempt from Civil Service examination provisions under Charter Section 8.300 (a) (2).
5. Advise the School District to amend their Annual Salary Resolution accordingly.

1143-80 Approval of Personal Services Contracts pursuant to Civil Service Commission order of September 11, 1979.

- Action:
1. Amend report by deleting Contract #382P and increase costs of Contract #383 to \$5,000.
 2. Approve remainder of staff report. Notify the offices of the Controller and Purchaser.

1146-80 Report from Commissioner Lee: Committee on Personal Services Contracts.

Action: Over to the meeting of April 21, 1980.

IN-SERVICE ACTIVITIES:

2125-80 Review of Employment Record of Marlena Olivera to determine future employability.

March 17, 1980: Over to the meeting of April 7, 1980.

Action: No restriction on future employability.

2142-80 Review of Employment Record of Patricia Wright to determine future employability.

Action: No restriction on future employability. (Vote of 3 to 1: Commissioner Salomon dissents)

2144-80 Review of Employment Record of Gloria Sanders to determine future employability.

Action: Adopt staff report. No future employment in Class 2903 Eligibility Worker.

2148-80 Appeal of denial of Leave of Absence to accept temporary position in Class 1652 Senior Accountant.

- Action:
1. Grant leave of absence to Rosario R. Lantin.
 2. Commissioner Salomon appointed a Committee of One to review entire matter of leaves of absence to accept temporary employment.

IN-SERVICE ACTIVITIES: (cont)

- 2161-80 Appointment above the entrance rate for Walter Fuchigami, District Attorney's Office.
- Action: Approve appointment of Walter Fuchigami in Class 8185 Director, Family Support Bureau, Office of the District Attorney at Step 5 in the compensation schedule established for Class 8185 Director, Family Support Bureau, pending the Controller's certification that funds are available.
- 2162-80 Prohibition as to Outside Employment in accordance with Civil Service Commission Rule 29.03.
- Action: Adopt staff report. That all employees of the Division of Sewer Repair, Department of Public Works be prohibited from performing side service work of any kind at any time beyond the work performed which is within the responsibility of the City.
- 2173-80 Appeal of staff denial of an appointment above the entrance rate for Vernon Nulph, 1244 Senior Personnel Analyst, Civil Service Commission.
- Action: Over to the meeting of April 21, 1980.
- 2179-80 Appointment above the entrance rate for Veena Kappalli, Department of Public Health, San Francisco General Hospital.
- Action: Approve appointment of Veena Kappalli in Class 2420 Histology Technician, San Francisco General Hospital at Step 5 in the compensation schedule established for Class 2420 Histology Technician, pending the Controller's certification that funds are available.
- 2180-80 Appointment above the entrance rate for Victor Eisner, M.D., Department of Public Health, Community Mental Health Service.
- Action: Approve appointment of Victor Eisner, M.D. in Class 2234 District Health Officer, Department of Public Health at Step 5 in the compensation schedule established for Class 2234 District Health Officer, pending the Controller's certification that funds are available.
- 2190-80 Report from Commissioner Lee: Standing Committee on Affirmative Action.
- Action: Over to the meeting of April 21, 1980.
- 2191-80 Proposed new Civil Service Commission Rule 22 - Leaves of Absence: Consolidating and amending Civil Service Commission Rule 22 - Leave of Absence Without Pay; Rule 23 - Sick Leave With Pay; and Rule 24 - Military Leave.
- Action: Post for action at the meeting of April 21, 1980.
- 2725-79 Motion from Commissioner Salomon directing the City Attorney to appeal the October 1, 1979 Order of the United States District Court establishing a Consent Decree Unit in the San Francisco Police Department.
- December 17, 1979: Over to the meeting of January 7, 1980.
- January 7, 1980: Over to the meeting of January 21, 1980.
- January 21, 1980: Over to the meeting of February 4, 1980. Mr. Michael Killelea, Deputy City Attorney, requested to be in attendance.

IN-SERVICE ACTIVITIES: (cont)

2725-79 February 4, 1980: Over to the meeting of February 20, 1980.
(CONT) February 20, 1980: Over to the meeting of March 3, 1980.
March 3, 1980: Over to the meeting of March 17, 1980.
March 17, 1980: Over to the meeting of April 7, 1980.
Action: Off calendar.

MISCELLANEOUS:

3009-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0691-0785 3157-3161
4372-4397 7213-7272
9127-9132

Action: 1. Oral Authorization #0709 over to the meeting of April 21, 1980.
(Vote of 3 to 1: Commissioner Salomon dissents).
2. Approve all other Oral Authorization.

RECRUITMENT AND EXAMINATIONS:

40033-80 Reconsideration of staff's action on key protests in examination for 9152 Transit Control Assistant Chief Inspector and 9154 Transit Control Chief Inspector.

Action: Deny appeal on item #35 (Vote of 3 to 1: Commissioner Powell dissents); eliminate items #55 and #79 (Vote of 3 to 1: Commissioner Salomon dissents on #79).

40034-80 Request for reconsideration of staff denial of protest of the Announcement for Class 2324 Nursing Supervisor - Laguna Honda Hospital.

Action: Over to the meeting of April 21, 1980.

40035-80 Request for reconsideration of staff's denial of protest concerning the Performance Test for Class 2432 Electrocardiograph Technician.

Action: Over to the meeting of April 21, 1980.

40036-80 Request for reconsideration of staff denial of protest concerning the provisions of the announcement for Class 2368 Assistant Director of Nurses-San Francisco General Hospital.

Action: Over to the meeting of April 21, 1980.

40037-80 Request from Jerome Pittman, H-2 Firefighter, 46.5/E-26 to back-date seniority.

Action: Off calendar. Statt to consult with City Attorney concerning jurisdiction of the Civil Service Commission in this matter.

40038-80 Q-2 Police Officer - Special Reports: Sharon A. Lopez and Ollye Robinson.

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 7, 1980 - 3:00 P.M.

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5091-80 Raymond Mitchell, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 1/17/80.
- February 4, 1980: Over to the meeting of March 3, 1980.
- March 3, 1980: Over to the meeting of April 7, 1980.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.
- 5092-80 Russell Cooper, 1404 Clerk, LT, Police Department, 1/22/80.
- February 20, 1980: Over to the meeting of March 3, 1980.
- March 3, 1980: Over to the meeting of March 17, 1980.
- March 17, 1980: Over to the meeting of April 7, 1980.
- Action: Over to the meeting of May 19, 1980.
- 5093-80 Richard E. Willett, Q-60 Lieutenant, LT, V234/E-20, Police Department, 2/15/80.
- March 17, 1980: Over to the meeting of April 7, 1980.
- Action: Off calendar.
- 5094-80 Albert Arca, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- Action: Over to the meeting of April 21, 1980.
- 5095-80 Kevin Dews, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- Action: Over to the meeting of April 21, 1980.
- 5096-80 Emery Lowe, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- Action: Over to the meeting of April 21, 1980.
- 5097-80 Doyler Miller, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- Action: Over to the meeting of April 21, 1980.
- 5098-80 John Mike Sigarini, 9910 Public Service Trainee, CETA, Department of Public Works, 3/7/80.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont)

5099-80 Hien Tran, 2585 Health Worker I, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 3/20/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5100-80 Robert D. Wagner, 1402 Junior Clerk Trainee, CETA, Health Service System, 3/25/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Health Service System.

5101-80 Milagros D. Walker, 1404 Clerk, CETA, Controller, 3/14/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller.

5102-80 Horris B. Wilks, 9910 Public Service Trainee, CETA, Department of Public Works, 3/7/80.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5103-80 Wing Kee Seto, 9163 Transit Operator, 1148/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/21/79.

Action: Dismiss from the Service.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5104-80 John Hill, 2428 Supervising Radiologic Technologist, 1/P-4, Department of Public Health, San Francisco General Hospital/Medical Center, 3/4/80.

(No appeal filed)

Action: Over to the meeting of April 21, 1980.

APPEALS OF AUTOMATIC RESIGNATIONS:

5105-80 William Hicks, 1428 Ward Clerk, 11/E-53, Department of Public Health, San Francisco General Hospital/Medical Center, 12/20/79.

February 20, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Over to the meeting of April 7, 1980.

Action: Over to the meeting of May 5, 1980.

5106-80 Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79.

APPEALS OF AUTOMATIC RESIGNATIONS: (cont)

5106-80 December 3, 1979: Over to the meeting of February 4, 1980.
(CONT') February 4, 1980: Over to the meeting of February 20, 1980.
Februaru 20, 1980: Over to the meeting of March 3, 1980.
March 3, 1980: Over to the meeting of April 7, 1980.
Action: Over to the meeting of April 21, 1980.

5107-80 Barry L. Tallent, 8202 Security Guard, CETA, San Francisco Public Library,
3/18/80.
Action: Over to the meeting of April 21, 1980.

DISMISSALS OF PERMANENT EMPLOYEES:

5108-80 James A. Lawrence, 7334 Stationary Engineer, V37/E-17, Public Utilities Commission,
San Francisco Municipal Railway, 11/30/79.
March 17, 1980: Over to the meeting of April 7, 1980.
Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Public Utilities Commission.

5109-80 Martin Celli, 2708 Custodian, 5/E-41, Public Utilities Commission, San Francisco
Municipal Railway, 3/7/80.
Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Public Utilities Commission.

5110-80 Spencer C. Tippins, 9163 Transit Operator, 565/E-112, Public Utilities Commission,
San Francisco Municipal Railway, 2/21/80.
Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Public Utilities Commission.

5111-80 Pamela Lewis, 2312 Licensed Vocational Nurse, 17/E-72, Department of Public Health,
San Francisco General Hospital/Medical Center, 2/1/80.
Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Public Health.

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Calendar Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 21, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

APR 28 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Salomon
Commissioner Haile
Commissioner Powell
Commissioner Texidor del Portillo
Commissioner Lee
Excused: Commissioner Texidor del Portillo (Part II Calendar)
Commissioner Salomon presided

MINUTES: Regular Meeting of April 7, 1980

Action: Approve.

SPECIAL ORDER OF BUSINESS:

1. Deputy City Attorney Stephen Diaz addressed the Commission on accessibility of criminal records during administrative proceedings and advised that the State of California Penal Code exempts administrative agencies such as the Civil Service Commission from the criminal penalties provided by law and allows the Commission to review such records in or out of executive session.
2. Albert C. Ambrose, Acting General Manager, Personnel, reported the status of a proposed classification study of the administrative and managerial series of classes. Commissioner Allen Haile announced that the United States Office of Personnel Management has made a commitment to sponsor and fund a major City-wide classification study.
3. Commissioner Carlota Texidor del Portillo requested that staff meet with the President as a Committee of One to establish examination priorities for Fiscal Year 1980-81.

CLASSIFICATION AND PAY:

1030-80 Personal Services Contracts, San Francisco Unified School District.

January 21, 1980:	Over to the meeting of February 4, 1980.
February 4, 1980:	Over to the meeting of February 20, 1980.
February 20, 1980:	Over to the meeting of March 3, 1980.
March 3, 1980:	Over to the meeting of March 17, 1980.
March 17, 1980:	Over to the meeting of April 7, 1980.
April 7, 1980:	1. Over to the meeting of April 21, 1980.
	2. San Francisco Unified School District requested to review contracts to determine if any would be covered as "Administrative Contracts" under the State of California Educational Code.

Action: Approve Contracts through June 30, 1980. (Vote of 4 to 1: Commissioner Salomon dissents)

CLASSIFICATION AND PAY: (ont)

1137-80

Classification of one new position authorized in the 1979-80 Budget, San Francisco Community College District.

Action: Adopt staff report.

1. Classify one new position in Class 1425 Senior Clerk Typist (Sch. 30.8 \$430B517, 935M1124).
2. Advise the San Francisco Community College District to amend its Annual Salary Resolution accordingly.

1146-80

Report from Commissioner Lee: Committee on Personal Services Contracts.

April 7, 1980: Over to the meeting of April 21, 1980.

Action: Off calendar.

1154-80

Requests for Supervisorial Differential Adjustments as provided by the Salary Standardization Ordinance during the Fiscal Year 1979-80.

Action: Adopt report. Approve supervisory differential adjustments; amend Annual Salary Ordinance accordingly; advise departments to submit supplemental appropriation. Advise San Francisco Unified School District to amend its Annual Salary Resolution. (Vote of 4 to 1: Commissioner Powell dissents).

1155-80

Review of status request for Class B425 Assistant to the Director, California Palace of the Legion of Honor.

Action: Adopt staff report. Grant status in Class 1452 Stenographic Secretary (Sch. 34.4 \$508B611, 1105M1329) to Earl Anderson, permanent incumbent in Class B425 Assistant to the Director, California Palace of the Legion of Honor (Sch. 34.4 \$508B611, 1105M1329).

1160-80

Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

- Action:
1. Sever all Contracts effective July 1, 1980 (Numbers 411 through 432).
 2. Contract Number 444 off calendar as requested by the Department of City Planning.
 3. Approve all others. Notify the offices of the Controller and Purchaser.

1161-80

Classification of 20 new positions, Department of Public Health, Community Mental Health Services.

Action: Adopt staff report.

1. Allocate 20 new positions in the Budgeted Classes as follows:

87-01-00-01001

- (a) 1-1424 Clerk Typist
- (b) 1-1426 Senior Clerk Typist
- (c) 2-1446 Senior Clerk Stenographer
- (d) 1-1652 Senior Accountant
- (e) 1-1822 Administrative Analyst
- (f) 1-1844 Senior Management Assistant
- (g) 1-1866 Systems and Procedures Supervisor
- (h) 1-1874 Senior Programmer Analyst
- (i) 1-2246 Assistant Director Clinical Services I
- (j) 2-2323 Clinical Nurse Specialist
- (k) 1-2591 Health Program Coordinator II
- (l) 2-2593 Health Program Coordinator III
- (m) 1-2885 Deputy Director of Adult Services, Community Mental Health Services

CLASSIFICATION AND PAY: (cont)

1161-80
(CONT)

87-04-00-01001

(n) I-2591 Health Program Coordinator II

87-04-00-01001

- (o) 1-1842 Management Assistant. (PT-20 hours)
- (p) 1-2230 Physicain Specialist. (PT-9 hours)
- (q) 1-2593 Health Program Coordinator III

2. Amend specification for Class 2885 Deputy Director of Adult Services, Community Mental Health Services.
3. Amend Sections 87/01/00/01001, 87/03/00/01001 and 87/04/00/01001 of the Annual Salary Ordinance accordingly.

The result of this classification action will not result in an increase of the Department's Ad Valorem Budget; these positions will be funded entirely by money from the State of California.

1163-80

Survey of 21 positions for the Department of Public Works New Southeast Sewage Treatment Facilities.

Action: Adopt staff report.

1. Classify 14 new positions in existing Classes as outlined in report.
2. Confirm the classification of 3 existing positions in Class 5130 Sewage Treatment Plant Superintendent; Amend specification for Class 5130.
3. Adopt a new classification of 5133 Associate Manager, Bureau of Water Pollution Control, (Sch. 52.7 \$1203B1457, 2617M3169) (1980-81 Sch. 54.4 \$1304B1580, 2836M3437); Allocate 2 new positions to this new class.
4. Retitle and amend the one position Class 5132 Sewer Repair and Sewage Treatment Superintendent, to Manager, Bureau of Water Pollution Control.
5. Retitle and amend the one position Class 5134 Sewage Treatment Plants General Superintendent, to Deputy Manager, Bureau of Water Pollution Control.
6. Amend Sections 90/07/01/35001, 90/07/01/35001/003 and 90/07/02/35001 of the Annual Salary Ordinance to reflect these actions.

Approval of this report will result in a salary savings of \$1006 a month at the fifth step based on calculations of 1980-81 rates of the respective classifications.

1167-80

Request from the San Francisco Unified School District for renewal of utilization of a class in the Staff Assistant, Special Project Series.

Action: Adopt staff report; Approve utilization of Class 9744 Staff Assistant VI (\$1048 B/W) for San Francisco Unified School District for one year from September, 1979.

IN-SERVICE ACTIVITIES:

2132-80

Appointment above the entrance rate in Class 2471 Water Quality Chemist.

Action: Adopt staff report; approve appointments of John Lee and Robert Haugen at Step 5; Philip Caskey and Patrick Lo at Step 4 and Lennie Butler at Step 2 in the compensation schedule established for Class 2471 Water Quality Chemist, Department of Public Works, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

- 2173-80 Appeal of staff denial of an appointment above the entrance rate for Vernon Nulph, 1244 Senior Personnel Analyst, Civil Service Commission.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Over to the meeting of May 19, 1980.
-
- 2178-80 Appointment above the entrance rate for Donald Carlson.
- Action: Adopt staff report; approve appointment of Donald Carlson in Class 8407 Traffic Hearing Officer, Juvenile Court at Step 2 in the compensation schedule established for Class 8407 Traffic Hearing Officer, pending the Controller's certification that funds are available.
-
- 2190-80 Report from Commissioner Lee: Standing Committee on Affirmative Action.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Committee to schedule additional meetings.
-
- 2191-80 Proposed new Civil Service Commission Rule 22 - Leaves of Absence: Consolidating and amending Civil Service Commission Rule 22 - Leave of Absence Without Pay; Rule 23 - Sick Leave With Pay; and Rule 24 - Military Leave.
- April 7, 1980: Post for action at the meeting of April 21, 1980.
- Action: Adopt staff report including addenda.
1. Adopt and sever Sections 22.02, A, B and E and forward to the Board of Supervisors for ratification as required by Charter Section 8.363.
 2. Direct that Civil Service Commission Rule 23 - Sick Leave With Pay remain in effect until final approval of the proposed amendments at which time Civil Service Commission Rule 23 to be deleted and Sections 22.02, A, B and E shall be in effect.
 3. Adopt the remainder of proposed Rule 22 to be effective at 8:00 A.M. on Thursday, May 1, 1980.
 4. Delete Civil Service Commission Rules 22 and 24 at 8:00 A.M. on May 1, 1980.
 5. Order that all Leaves currently in effect be covered by new Rule 22 commencing on the effective dates of the Rules.
-
- 2213-80 Appointment above the entrance rate for Gail Coss.
- Action: Adopt staff report; approve appointment for Gail Coss in Class 1424 Clerk Typist, San Francisco General Hospital at Step 3 in the compensation schedule established for Class 1424 Clerk Typist, pending the Controller's certification that funds are available
-
- 2214-80 Appointment above the entrance rate for Toni Grant.
- Action: Adopt staff report; approve appointment of Toni Grant in Class 1440 Medical Transcriber Typist, San Francisco General Hospital at Step 3 in the compensation schedule established for Class 1440 Medical Transcriber Typist, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

2215-80 Appointment above the entrance rate for Austin Brewin.

Action: Adopt staff report; approve appointment for Austin Brewin in Class 2233 Supervising Physician Specialist, Department of Public Health at Step 3 in the compensation schedule established for Class 2233 Supervising Physician Specialist, pending the Controller's certification that funds are available.

2216-80 Appointment above the entrance rate for Kenneth Wilson.

Action: Adopt staff report; approve appointment for Kenneth Wilson in Class 1440 Medical Transcriber Typist, San Francisco General Hospital at Step 3 in the compensation schedule established for Class 1440 Medical Transcriber Typist, pending the Controller's certification that funds are available.

MISCELLANEOUS:

3009-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	0691-0785	3157-3161
	4372-4397	7213-7272
	9127-9132	

April 7, 1980: 1. Oral Authorization #0709 over to the meeting of April 21, 1980.

2. Approve all other Oral Authorizations.

Action: 1. Approve.

2. Matter of use of language other than English during working hours and while conducting duties referred for hearings to the Standing Committee on Affirmative Action.

3010-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers	0786-0867	3162
	4398-4406	7273-7330

Action: Approve..

3011-80 Request from the District Attorney Office to back-date requests.

T-90074	8450 Criminal Justice Specialist	3/12/80
T-90071	8452 Criminal Justice Specialist II	2/13/80
T-90073	8450 Criminal Justice Specialist I	3/5/80

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40034-80 Request for reconsideration of staff's denial of protest of the Announcement for Class 2324 Nursing Supervisor - Laguna Honda Hospital.

April 7, 1980: Over to the meeting of April 21, 1980.

Action: Off calendar.

40035-80 Request for reconsideration of staff's denial of protest concerning the Performance Test for Class 2432 Electrocardiograph Technician.

April 7, 1980: Over to the meeting of April 21, 1980.

Action: Adopt staff report. Deny appeal of Mr. Antonio Villanueva.

RECRUITMENT AND EXAMINATIONS: (cont)

- 40036-80 Request for reconsideration of staff's denial of the protest concerning the promotive and entrance announcements for Class 2368 Assistant Director of Nurses.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Adopt staff report. Deny appeal of Ms. Marie H. Vidal. Amend the announcement for Class 2368 Assistant Director of Nurses-San Francisco General Hospital to include Master's Degree in Public Administration and Public Health Administration as qualifying.
- 40038-80 Q-2 Police Officer - Special Reports: Sharon A. Lopez and Ollye Robinson.
- April 7, 1980: Off calendar.
- Action: 1. Appeal of Ollye Robinson over to the meeting of May 5, 1980.
2. Sustain rejection of Sharon A. Lopez without prejudice in future examinations.
- 40039-80 Appeals of staff's denial concerning Medical Rejections for Class Q-2 Police Officer.
- Action: 1. Grant appeal of Linda Flanders. Find medically qualified. (Vote of 4 to 1: (Commissioner Salomon dissents)
2. Deny appeal of Oliver Giuliani. Sustain medical disqualification. (Vote of 4 to 1: Commissioner Powell dissents).
3. Deny appeal of Lance Luke. Sustain medical disqualification. (Vote of 3 to 2: Commissioner Powell and Lee dissent).
4. Deny appeal of Thomas O'Neil. Sustain medical disqualification. (Vote of 3 to 2: Commissioner Lee and Powell dissent).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 21, 1980 - 3:00 P.M.

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5112-80 Albert Arca, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Disapprove. Reinstate to position without back pay. (Vote of 3 to 1: Commissioner Salomon dissents).
- 5113-80 Kevin Dews, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Disapprove. Reinstate to position without back pay. (Vote of 3 to 1: Commissioner Salomon dissents).
- 5114-80 Emery Lowe, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Disapprove. Reinstate to position without back pay. (Vote of 3 to 1: Commissioner Salomon dissents).
- 5115-80 Doyle Miller, 9910 Muni Transit Security Guard, CETA, Police Department, 3/12/80.
- April 7, 1980: Over to the meeting of April 21, 1980.
- Action: Disapprove. Reinstate to position without back pay. (Vote of 3 to 1: Commissioner Salomon dissents).
- 5116-80 Frederich Dozier, 8207 Building and Grounds Person, CETA, Police Department, 3/28/80.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.
- 5117-80 George O'Gilvie, 7560 Field Conservation Aide, CETA, Public Works, 3/18/80.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont)

5118-80 Sheila Y. Peppars, 9910 Senior Escort, CETA, Police Department, 4/7/80.

Action: Over to the meeting of May 5, 1980.

APPEALS OF AUTOMATIC RESIGNATIONS:

5119-80 Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79.

December 3, 1979: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Over to the meeting of March 3, 1980.

March 3, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Over to the meeting of April 21, 1980.

Action: Over to the meeting of May 5, 1980.

5120-80 Barry L. Tallent, 8202 Security Guard, CETA, San Francisco Public Library, 3/18/80.

April 7, 1980: Over to the meeting of April 21, 1980.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Public Library.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5121-80 John Hill, 2428 Supervising Radiologic Technologist, 1/P-4, Department of Public Health, San Francisco General Hospital/Medical Center, 3/4/80.

April 7, 1980: Over to the meeting of April 21, 1980.

Action: Over to the meeting of May 5, 1980.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5122-80 Peter Gordon Edwards, 9163 Transit Operator, 1308/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/26/80.

Action: Return name to list.

RESIGNATIONS:

5123-80 Betty Brooks, 9730 Neighborhood Coordinator, LT, Police Department, 12/13/79.

January 21, 1980: Over to the meeting of February 4, 1980.

February 4, 1980: Remand to the Chief of Police for reconsideration.

Action: No restriction on future employment.

5124-80 Archie Casher, 2486 Public Health Chemist, 9/E-5, Department of Public Health, Central Office, 5/7/80.

Action: Approve. Cancel all current examination and eligibility status.

RESIGNATIONS: (cont)

5124-80 Future employment subject to review and approval of the General
(CONT) Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Public Health.

5125-80 Terence Cooke, Ph.D., 2574 Clinical Psychologist, 5/E-6, Department of
Public Health, Community Mental Health Services, 1/2/80.

Action: Over to the meeting of May 19, 1980.

DISMISSALS OF PERMANENT EMPLOYEES:

5126-80 James Baker, 7372 Stationary Engineer, 6/E-1, Department of Public
Works, 3/24/80.

Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General Manager,
Personnel after satisfactory completion of one year's work
experience outside the City and County service. Not to be
employed again by the Department of Public Works.

5127-80 Alfred R. Grayson, 9150 Transit Control Dispatcher, 34/P-3, Public Utilities
Commission, San Francisco Municipal Railway, 4/9/80.

Action: Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General Manager,
Personnel after satisfactory completion of one year's work
experience outside the City and County service. Not to be
employed again by the Department of Public Utilities Commission.

5128-80 Donald H. Wysinger, 9163 Transit Operator, 36/E-92, Public Utilities
Commission, San Francisco Municipal Railway, 3/28/80.

Action: Over to the meeting of May 19, 1980.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (cont)

5129-80 Michael Robinson, 1630 Account Clerk, LT, Department of Social Services,
4/11/80.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Social Services.
(Vote of 3 to 1: Commissioner Haile dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MAY 5, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Haile (Excused for Items 7 & 8 and all of Part II)
Commissioner Powell
Commissioner Texidor del Portillo
Excused: Commissioner Lee
Commissioner Salomon presided

DOCUMENTS DEPT.

MINUTES: Regular Meeting of April 21, 1980

MAY 16 1980

Action: Approve.

SAN FRANCISCO
PUBLIC LIBRARY

SPECIAL ORDER OF BUSINESS:

In Executive Session, the Civil Service Commission agreed to reconsider its action of February 20, 1979 in its review of the resignation of William Wasley, Class Q-2 Police Officer, San Francisco Police Department if the Board of Supervisors approves settlement of the litigation as recommended by the City Attorney.

CLASSIFICATION AND PAY:

1160-80 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

- April 21, 1980:
1. Sever all Contracts effective July 1, 1980 (Numbers 411 through 432). Off calendar.
 2. Contract Number 444 off calendar as requested by the Department of City Planning.
 3. Approve all other Contracts. Notify the offices of the Controller and the Purchaser.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1180-80 Request to fill one position in Class 5208 Civil Engineer in the Public Utilities Commission, Hetch Hetchy Water and Power Project in accordance with Charter Sections 8.300 (a) (4) and (5).

Action: Adopt staff report. Authorize the appointment in Class 5208 Civil Engineer of Charles E. Roberts in accordance with Charter Sections 8.300 (a) (4) and (5) through June 30, 1981.

1181-80 Request to classify one new position at the San Francisco Unified School District.

Action: Adopt staff report.

1. Classify one new position requested in Class 1235 Affirmative Action Coordinator (Sch.49.07 \$1042B1261, 2266M2743) to Class 1231 Associate Affirmative Action Coordinator (Sch. 44.0 \$796B961, 1731M2090). Classification of the new position at this level instead of the level requested by the department will result in a salary savings of \$653 per month based on the top step of both classes.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (cont)

1182-80 Classification of twenty-four new positions (twenty-three new in the 1979-80 budget; one position new in the 1978-79 budget), Department of Public Health, Laguna Honda Hospital.

Action: Adopt staff report.

1. Allocate 8 full-time positions approved in the 1979-80 budget as A218 Activities Leaders (Sch. 28.1 \$381B455) to Class 2587 Health Worker III (Sch. 31.6 \$446B536).
2. Allocate 15 part-time positions approved in the 1979-80 budget as A218 Activities Leaders (Sch. 28.1 \$381B455) to Class 2587 Health Worker III (Sch. 31.6 \$446B536).
3. Allocate one full-time position approved in the 1978-79 budget as A106 Assistant Director of Activities and Volunteers (Sch. 31.5 \$444B534) to Class 2588 Health Worker IV (Sch. 35.3 \$529B638).
4. Adopt amended class specifications for Classes 2587 Health Worker III and 2588 Health Worker IV.
5. Amend Section 85/00/00/01001 of the Annual Salary Ordinance accordingly.

There will be no increase in the department's budget. The additional cost - \$1360 biweekly at the fifth step will be funded by salary savings.

1186-80 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2226-80 Appointment above the entrance rate for Daniel Morris.

Action: Adopt staff report. Approve appointment of Daniel Morris in Class 1855 Senior Control Clerk, EDP, Office of the Controller at Step 5 in the compensation schedule established for Class 1855 Senior Control Clerk, EDP, pending the Controller's certification that funds are available.

2227-80 Appointment above the entrance rate for George T. Peters.

Action: Adopt staff report. Approve appointment of George T. Peters in Class 2248 Assistant Director of Clinical Services II, Department of Public Health at Step 5 in the compensation schedule established for Class 2248 Assistant Director of Clinical Services II, pending the Controller's certification that funds are available.

2243-80 Appointment above the entrance rate for Carlos Rendon.

Action: Adopt staff report. Approve appointment of Carlos Rendon in Class 2806 Disease Control Investigator, Department of Public Health at Step 3 in the compensation schedule established for Class 2806 Disease Control Investigator, pending the Controller's certification that funds are available.

2256-80 Appointment above the entrance rate for Frederick E. Thurber.

Action: Adopt staff report. Approve appointment of Frederick E. Thurber in Class 6220 Inspector of Weights and Measures, Department of Agriculture and Weights and Measures, at Step 5 in the compensation schedule established for Class 6220 Inspector of Weights and Measures, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

2259-80 Extension of Limited Tenure appointments beyond June 30, 1980.

Action: Adopt staff report.

1. Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1980.
2. Authorize the General Manager, Personnel to approve extension of Limited Tenure appointments of less than 12-months duration until September 30, 1980.

2260-80 Augmentation of Fiscal Year 1980-81 Budget Request.

Action: Adopt staff report. Approve augmentation of Fiscal Year 1980-81 budget request by \$376,556 and forward to the Mayor.

MISCELLANEOUS:

3012-80 Request from the District Attorney's Office to back-date requisition.

T-90068	1497 Supervising Clerk I	2/14/80
T-90072	8454 Criminal Justice Specialist III	1/30/80

Action: Approve as recommended by Committee.

3013-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers	0868-0922	3163-3164
	4407-4449	7331-7385
	9133-9136	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40004-80 Reconsideration of Civil Service Commission action of February 4, 1980: Examination credits for Fire Service-related College or University course-work in promotional examinations for the uniformed ranks of the San Francisco Fire Department. (Commissioners Salomon, Powell and Texidor del Portillo)

February 4, 1980: Approve course schedule and proration of promotional educational credits as recommended by the Fire Commission with the following modifications:

1. English 1A is an acceptable substitute for Engineering 54.
2. A grade of "C" or better must be achieved in order to receive promotional educational credits.

Action: Sustain action of February 4, 1980.

IN-SERVICE ACTIVITIES: (cont)

2259-80 Extension of Limited Tenure appointments beyond June 30, 1980.

Action: Adopt staff report.

1. Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1980.
2. Authorize the General Manager, Personnel to approve extension of Limited Tenure appointments of less than 12-months duration until September 30, 1980.

2260-80 Augmentation of Fiscal Year 1980-81 Budget Request.

Action: Adopt staff report. Approve augmentation of Fiscal Year 1980-81 budget request by \$376,556 and forward to the Mayor.

MISCELLANEOUS:

3012-80 Request from the District Attorney's Office to back-date requisition.

T-90068	1497 Supervising Clerk I	2/14/80
T-90072	8454 Criminal Justice Specialist III	1/30/80

Action: Approve as recommended by Committee.

3013-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers	0868-0922	3163-3164
	4407-4449	7331-7385
	9133-9136	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40004-80 Reconsideration of Civil Service Commission action of February 4, 1980: Examination credits for Fire Service-related College or University coursework in promotional examinations for the uniformed ranks of the San Francisco Fire Department. (Commissioners Salomon, Powell and Texidor del Portillo)

February 4, 1980: Approve course schedule and proration of promotional educational credits as recommended by the Fire Commission with the following modifications:

1. English 1A is an acceptable substitute for Engineering 56.
2. A grade "C" or better must be achieved in order to receive promotional educational credits.

Action: 1. Rescind action of February 4, 1980 related to the approval of English 1A as an acceptable substitute for Engineering 56.

2. Sustain action of February 4, 1980 relative to order that grade of "C" or better must be achieved in order to receive promotional educational credits.

RECRUITMENT AND EXAMINATIONS: (cont)

40038-80 Q-2 Police Officer - Special Reports: Sharon A. Lopez and Ollye Robinson.

April 7, 1980: Off calendar.

April 21, 1980: 1. Appeal of Ollye Robinson over to the meeting of May 5, 1980.

2. Sustain rejection of Sharon A. Lopez without prejudice in future examinations.

Action: (In Executive Session) Deny appeal of Ollye Robinson. Sustain background rejection for Class Q-2 Police Officer.

40057-80 Removal of Names from Eligible List P-2 for Class 2907 Eligibility Worker Supervisor.

Action: Staff directed to proceed under Rule 10.06 to remove the remaining Names from List P-2 for Class 2907 Eligibility Worker Supervisor. Notify remaining eligibles and recognized employee organizations that the Commission intends to remove names of eligibles from this list at its meeting of June 16, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 5, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation-Services Unsatisfactory
7. Dismissal of Permanent Employee

Elena BARGUES, 1424 Clerk Typist, 70/E-202, Department of Social Services, 4/3/80. (2)

Action: Over to the meeting of May 19, 1980 due to 2 to 1 vote.

Anthony BRITTON, 2708 Custodian, 178/E-58, Public Utilities Commission, San Francisco Municipal Railway, 4/8/80. (3)

Action: The Commission retains its jurisdiction over this case. Final action to be taken at the first meeting in July, 1980. Pending final determination Mr. Britton to be reinstated to position. The Public Utilities Commission is instructed to report on his work performance prior to July 1, 1980.

Karen Lynn BRYANT, 1402 Junior Clerk Trainee, CETA, Mayor's Office of Employment and Training, 3/12/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office of Employment and Training.

Ronnie P. DORI, 9163 Transit Operator, V295.5/E-111, Public Utilities Commission, San Francisco Municipal Railway, 3/13/80. (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Marc FRAUENFELDER, 2126 Executive Assistant, 5/E-1, Department of Public Health, Community Mental Health Services, 4/23/80. (4)

Action: Over to the meeting of May 19, 1980.

Phyllis W. GRIFFITH, 1424 Clerk Typist, 49/E-210, District Attorney's Office, Family Support Bureau, 4/14/80. (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

William Hicks, 1428 Ward Clerk, 11/E-53, Department of Public Health, San Francisco General Hospital/Medical Center, 12/20/79. (3)

February 20, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Over to the meeting of May 5, 1980.

Action: Off calendar.

John Hill, 2428 Supervising Radiologic Technologist, 1/P-4, Department of Public Health, San Francisco General Hospital/Medical Center, 3/4/80. (5)

April 7, 1980: Over to the meeting of April 21, 1980.

April 21, 1980: Over to the meeting of May 5, 1980.

Action: Off calendar.

Marty Jeffery, 9998 Legal Process Clerk, CETA, Public Defender's Office, 4/15/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Defender's Office.

James A. McGraw, 9163 Transit Operator, 63/E-99, Public Utilities Commission, San Francisco Municipal Railway, 2/27/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Artis R. Monroe, 9910 Public Service Trainee, CETA, Department of Public Works, 4/16/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Shelia Y. Peppers, 9910 Senior Escort, CETA, Police Department, 4/7/80. (1)

April 21, 1980: Over to the meeting of May 5, 1980.

Action: Disapprove. Reinstate to position without back pay.

Donald Phillips, 9163 Transit Operator, 606/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/20/80. (4)

Action: Return name to list.

Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79, (3)

December 3, 1979: Over to the meeting of February 4, 1980.

(CONT') February 4, 1980: Over to the meeting of February 20, 1980.
February 20, 1980: Over to the meeting of March 3, 1980.
March 3, 1980: Over to the meeting of April 7, 1980.
April 7, 1980: Over to the meeting of April 21, 1980.
April 21, 1980: Over to the meeting of May 5, 1980.
Action: Over to the meeting of May 19, 1980 due to 2 to 1 vote.

John W. Smith, 7355 Truck Driver, V142/E-1, Department of Public Works, 4/22/80.
(2)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Marie Stevens, 1406 Senior Clerk, 36/P-4, Recreation and Park Department, 4/23/80.
((5)

Action: Over to the meeting of May 19, 1980.

Patrick Sullivan, 7316 Water Service Inspector, Public Utilities Commission, San Francisco Water Department, 3/6/80. (7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Virginia Washington, 1402 Junior Clerk, CETA, Department of Public Health, Records and Statistics, 5/5/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Mark Williams, 8207 Building and Grounds Officer, LT, Police Department, 4/11/80.
(1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

MAY 28 1980

REGULAR MEETING - PART IMAY 19, 1980 - 2:00 P.M.SAN FRANCISCO
PUBLIC LIBRARYPART I - 2:00 P.M.

Present: Commissioner Salomon (Excused for Items of Part II Calendar Indicated and all of Part I)
 Commissioner Haile
 Commissioner Powell
 Commissioner Lee

Excused: Commissioner Texidor del Portillo

Commissioner Salomon presided on Part II Calendar Only
 Commissioner Haile presided on Part I Calendar Only and those Items of Part II for which Commissioner Salomon was excused.

MINUTES: Regular Meeting of May 5, 1980

Action: Approve

CLASSIFICATION AND PAY:

1176-80 Request of the Director of Public Works for approval of a change in the work schedules of employees in Class 2471 Water Quality Chemists.

Action: Adopt staff report. Approve request of the Director of Public Works to assign employees in Class 2471 Water Quality Chemist to other than normal work schedules.

1197-80 Requests from various departments for the suspension of the Provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes Designated by the "Z" Symbol.

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated in the staff report.

1201-80 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

Action: Approve. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2173-80 Appeal of staff's denial of an appointment above the entrance rate, Vernon Nulph, 1244 Senior Personnel Analyst, Civil Service Commission.

April 7, 1980: Over to the meeting of April 21, 1980.

April 21, 1980: Over to the meeting of May 19, 1980.

Action: Deny appeal.

2244-80 Appointment above the entrance rate for Joan Ellison.

Action: Adopt staff report. Approve appointment of Joan Ellison in Class 3562 Director, Cultural Affairs, Art Commission at Step 2 in the compensation schedule established for Class 3562 Director, Cultural Affairs, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

- 2255-80 Appointment above the entrance rate for Geoffrey Lang.
- Action: Adopt staff report. Approve appointment of Geoffrey Lang in Class 1164 Administrator, San Francisco General Hospital/Medical Center at Step 5 in the compensation schedule established for Class 1164 Administrator, San Francisco General Hospital/Medical Center, pending the Controller's certification that funds are available.
- 2267-80 Appeal of Staff Interpretation of the Provisions of Civil Service Commission Rule 23.07 (d) - Bonus Sick Leave Credits.
- June 20, 1977: Deny appeal of Mr. Albert A. Leroux.
- July 5, 1977: Refer to Staff for further discussion.
- September 19, 1977: Off calendar pending receipt of a City Attorney's opinion.
- Action: Adopt staff report. Recalculate and adjust sick leave credits of Mr. Leroux in accordance with the City Attorney's opinion.
- 2277-80 Appointment above the entrance rate for Thomas Tracy.
- Action: Adopt staff report. Approve appointment of Thomas Tracy in Class 1876 Data Processing Programming and Systems Supervisor, Office of the Controller, at Step 5 in the compensation schedule established for Class 1876 Data Processing Programming and Systems Supervisor, pending the Controller's certification that funds are available.
- 2281-80 Extension of Designated Bilingual Positions Beyond June 30, 1980.
- Action: Adopt staff report. Approve extension of Designated Bilingual Positions until September 30, 1980.
- 2283-80 Appointment above the entrance rate for Donald J. Garibaldi.
- Action: Adopt staff report. Approve appointment of Donald J. Garibaldi in Class 8184 Chief Attorney II, Office of the City Attorney at Step 5 in the compensation schedule established for Class 8184 Chief Attorney II, pending the Controller's certification that funds are available.

MISCELLANEOUS:

- 3014-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.
- | | | |
|-----------------------------|-----------|-----------|
| Oral Authorization Numbers: | 0923-1014 | 3165 |
| | 4450-4461 | 7386-7524 |
- Action: Approve.

GENERAL MANAGER'S REPORT:

1. The General Manager, Personnel to discuss examination priorities for Fiscal Year 1980-81 with President Salomon and to report to the full Commission on June 2, 1980.
2. The General Manager, Personnel requested and the Commission approved the cancellation of the examination for Class 1286 Test Validation Specialist and directed that the examination be reannounced.

NOTICE IN COMPLIANCE WITH THE RALPH N. BROWN ACT

The Civil Service Commission met in Executive Session, on Monday, May 19, 1980 at 1:00 P.M. with the City Attorney to discuss the status of the examination for Class Q-2 Police Officer currently being administered pursuant to the Consent Decree in the Officers of Justice v. the Civil Service Commission litigation.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 19, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation-Services Unsatisfactory
7. Dismissal of Permanent Employee

- * William Andrades, 9910 Teacher's Aide, CETA, Mayor's Office of Employment and Training, 1/31/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office of Employment and Training.

- * Elena BARGUES, 1424 Clerk Typist, 70/E-202, Department of Social Services, 4/3/80. (2)

May 5, 1980: Over to the meeting of May 19, 1980 due to 2 to 1 vote.

Action: Return name to Holdover Roster.

- * Calvin Booker, 9910 Kitchen Helper, CETA, Juvenile Court, 2/15/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Terence Cooke, 2574 Clinical Psychologist, 5/E-6, Department of Public Health, Community Mental Health Services, 1/2/80. (6)

April 21, 1980: Over to the meeting of May 19, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

*Commissioner Salomon excused

* Russell Cooper, 1404 Clerk, LT, Police Department, 1/22/80. (1)

February 20, 1980: Over to the meeting of March 3, 1980.

March 3, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Over to the meeting of May 19, 1980.

Action: Off calendar pending review by San Francisco Police Department of Commission's request to rescind termination and accept resignation.

William Elliott, 9110 Fare Collections Receiver, 42/E-17, Public Utilities Commission, San Francisco Municipal Railway, 3/28/80. (7)

Action: Over to the meeting of June 2, 1980.

Steven Estrine, 2895 Program Chief, 2/E-1, Department of Public Health, Community Mental Health Services, 3/21/80. (6)

Action: Approve.

* Tommie Flax, 9910 Teacher's Aide, CETA, Mayor's Office of Employment and Training, 5/8/80. (1)

Action: Disapprove. Reinstate to a position under CETA without back-pay.

Marc Frauenfelder, 2126 Executive Assistant, 5/E-1, Department of Public Health, Community Mental Health Services, 4/23/80. (4)

May 5, 1980: Over to the meeting of May 19, 1980

Action: Over to the meeting of June 2, 1980.

Marlon Gutierrez, 2425 Radiologic Technician I, 11/E-7, Department of Public Health, San Francisco General Hospital/Medical Center, 4/25/80. (4)

Action: Dismiss from the service. Future employment subject to the review and approval of the General Manager, Personnel. Not to be employed again by the Department of Public Health.

* Ruth Harris, 1446 Senior Clerk Stenographer, 20/E-82, Public Utilities Commission, San Francisco Municipal Railway, 3/20/80. (7)

Action: Over to the meeting of June 2, 1980. Public Utilities Commission to submit additional material requested by Commissioners.

* Donald R. Jones, 9910 Muni Transit Security Officer, CETA, San Francisco Police Department, 4/28/80. (1)

Action: Disapprove. Reinstate to a position without back-pay.

Wilford LaBraie, 9910 Mini Bus Driver, CETA, Mayor's Office of Employment and Training, 2/13/80. (1)

Action: Disapprove. Reinstate to a position under CETA without back-pay.

*Commissioner Salomon excused

Jerrold Rosenblum, 9163 Transit Operator, 732/E-112, Public Utilities Commission, San Francisco Municipal Railway, 1/20/80. (6)

Action: Off calendar.

Dewey H. Route, 7514 General Laborer, 63/P-4, Public Utilities Commission, San Francisco Municipal Railway, 4/28/80. (5)

Action: Reinstate to a position in the class from which promoted.

Harry T. Seagrave, 2708 Custodian, 8/E-53, Department of Public Works, 11/19/79. (3)

December 3, 1979: Over to the meeting of February 4, 1980.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Over to the meeting of March 3, 1980.

March 3, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Over to the meeting of April 21, 1980.

April 21, 1980: Over to the meeting of May 5, 1980.

May 5, 1980: Over to the meeting of May 19, 1980 due to 2 to 1 vote.

Action: Grant appeal. Approve Automatic Resignation. Return name to Holdover Roster. (Vote of 3 to 1: Commissioner Salomon dissents)

* Frank Sims, 2709 School Custodian, 130/E-54, San Francisco Community College District, 5/7/80. (4)

Action: Return name to list.

Marie Stevens, 1406 Senior Clerk, 36/P-4, Recreation and Park Department, 4/23/80. (5)

May 5, 1980: Over to the meeting of May 19, 1980.

Action: Approve. Reinstate to a position in the class from which promoted and return name to Holdover Roster for Class 1406 Senior Clerk.

* Maurice Waldon, 9163 Transit Operator, 914/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/1/80. (7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

Donald H. Wysinger, 9163 Transit Operator, 36/E-92, Public Utilities Commission, San Francisco Municipal Railway, 3/28/80. (7)

April 21, 1980: Over to the meeting of May 19, 1980.

Action: Off calendar pending outcome of Worker's Compensation appeal process. Mr. Wysinger to notify the Assistant Secretary, Civil Service Commission when prepared to proceed. To remain under waiver until final decision is made.

*Commissioner Salomon excused

The Commission adjourned its meeting in memory of John Barbagelata, Jr., son of former Supervisor John Barbagelata.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 2, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

Present: Commissioner Haile
Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Salomon
Commissioner Powell
Commissioner Haile presided

JUN 13 1980

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES: Regular Meeting of May 19, 1980

Action: Approve

ELECTION OF OFFICERS: Commissioner Haile elected President and Commissioner Lee elected Vice President for a term expiring May 31, 1981.

CLASSIFICATION AND PAY:

1146-80 From Commissioner Lee: Proposed Format for reviewing Personal Services Contracts.

Action: Adopt format as proposed with amendment to expand space for response to section "Why Civil Service cannot perform."

1177-80 Retroactive Supervisory Differential Adjustment for an Employee in Class 1406 Senior Clerk, Department of Public Health, Fiscal Year 1978-79.

Action: Adopt staff report. Approve retroactive supervisory differential adjustment for Peggy Kopmann, 1406 Senior Clerk for the period December 1, 1978 through June 30, 1979.

1198-80 Classification of one position authorized in the 1979-80 Budget for the Office of District Attorney.

Action: Adopt staff report.

1. Classify one budgeted position in the new Class 8149 Assistant Chief District Attorney's Investigator (1980-81: J,Z Sch. 47.4 \$934B1131, 2031M2460).

This action will result in an increase of \$257.00 biweekly.

2. Delete the following position as enumerated in the budget.

1-A185 Assistant Chief Investigator J,Z \$724B874.

3. Advise the District Attorney's Office to amend its budget to reflect the recommendations of this report.

1211-80 Request from Treasurer's Office regarding Class A191 Cash Manager.

Action: Adopt staff report. Authorize the filling of this position under Charter Section 8.300 (a) (5) expert professional temporary services for a one year period ending June 30, 1981.

CLASSIFICATION AND PAY: (cont)

1212-80 Survey of Eligibility Worker positions in the Appeals Unit of the Department of Social Services.

Action: Off calendar pending receipt of City Attorney's opinion concerning issue of status grant to current incumbents in Class 2905 Senior Eligibility Worker to the new class of 2911 Eligibility Appeals Specialist.

1215-80 Approval of Personal Services Contracts pursuant to Civil Service Commission Order of September 11, 1979.

Action: 1. Contract Number 507 over to the meeting of June 16, 1980 at the request of the Department of City Planning.
2. Approve other Contracts with amendment to Contracts 489 (Date through September 30, 1980) and 493 (Contract is with Police Department not Port).

Notify the office of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2192-80 Appeal of medical rejection from Archie Haynes.

Action: Refer to the Mayor's Office of Employment and Training for other employment without restriction.

2278-80 Appointment above the entrance rate for William Aven.

Action: Adopt staff report. Approve appointment of William Aven in Class 8304 Deputy Sheriff, Office of the Sheriff at Step 5 in the compensation schedule established for Class 8304 Deputy Sheriff, pending the Controller's certification that funds are available.

2280-80 Appointment above the entrance rate for Lillie Creeks.

Action: Adopt staff report. Approve appointment of Lillie Creeks in Class 1446 Senior Clerk Stenographer, San Francisco Municipal Railway at Step 3 in the compensation schedule established for Class 1446 Senior Clerk Stenographer, pending the Controller's certification that funds are available.

2297-80 Appointment above the entrance rate for B164 Senior Law Clerk Appointees.

Action: Adopt staff report. Approve appointments of Marie Mattrocce and Patrick Gogan in Class B164 Senior Law Clerk, Office of the County Clerk at Step 5 in the compensation schedule established for Class B164 Senior Law Clerk, pending the Controller's certification that funds are available.

MISCELLANEOUS:

3015-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 1015-1122 4462-4467
7525-7603

Action: Approve. Any future request for Oral Authorization for Class 1270 Department Personnel Officer, Department of Public Health will require specific approval of the Civil Service Commission.

3016-80 Request from the Department of Public Health, San Francisco General Hospital to back-date requisition.

P-4859 2427 Radiologic Technologist III 3/5/80

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40037-80 Request from Jerome Pittman, H-2 Firefighter, 46.5/E-26 to back-date Seniority.
- April 7, 1980: Off calendar. Staff to consult with City Attorney concerning jurisdiction of the Civil Service Commission in this matter.
- Action: Off calendar pending review and comment by City Attorney of additional information presented at the meeting and contained in the record which is to be transcribed and forwarded.
- 40039-80 Hearing to consider additional testimony on appeal of medical rejection of Thomas O'Neill for Class Q-2 Police Officer.
- April 21, 1980: Deny appeal of Thomas O'Neill. Sustain medical disqualification. (Vote of 3 to 2: Commissioner Lee and Powell dissent)
- Action: Over to the meeting of June 16, 1980.
- 40046-80 Appeals of staff's denial of protests re examination announcements for Class 1650 Accountant, 1652 Senior Accountant, 1654 Principal Accountant, 1656 Head Accountant and 1658 Chief Accountant.
- Action: On the appeals of the following examination announcements:
1. Class 1650 Accountant: Adopt staff report. Deny appeals.
 2. Class 1652 Senior Accountant: Adopt staff report. Deny appeals.
 3. Class 1654 Principal Accountant, Class 1656 Head Accountant and Class 1658 Chief Accountant: A. Amend examination announcement by deleting screening committees.
B. Deny all other appeals.
- 40082-80 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1980-81.
- Action: Over to the meeting of June 16, 1980.
- 40083-80 Recommended format and examination weights for Classes H-40 Battalion Chief and H-50 Assistant Chief, San Francisco Fire Department.
- Action: Adopt staff report as amended to provide for lists of eligibles of four (4) year duration in these examinations.
- 40084-80 Removal of candidate's name from list of eligibles for the 3216 Assistant Aquatic Supervisor examination.
- Action: Over to the meeting of June 16, 1980.

GENERAL MANAGER'S REPORT:

Examination Priorities, Fiscal Year 1980-81.

Action: Over to the meeting of June 16, 1980.

SPECIAL ORDER OF BUSINESS:

Complaint filed by Filberto Morena, Public Utilities Commission, referred to Standing Committee on Affirmative Action.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 2, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation-Services Unsatisfactory
7. Dismissal of Permanent Employee

James Cooks, 9163 Transit Operator, 130/E-91, Public Utilities Commission, San Francisco Municipal Railway, 5/21/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

Marilyn L. Dawson, 2708 Custodian, 26/E-5, Airports Commission, 5/9/80. (6)

Action: Over to the meeting of June 16, 1980.

Arthur Lee Demonbreum, 9131 Station Agent, 42/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/15/80. (4)

Action: Over to the meeting of June 16, 1980.

William Elliott, 9110 Fare Collections Receiver, 42/E-17, Public Utilities Commission, San Francisco Municipal Railway, 3/28/80. (7)

May 19, 1980: Over to the meeting of June 2, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

Pat Henry Fillbrandt, 1630 Account Clerk, V-22/E-9, Department of Social Services, 5/2/80. (3)

Action: Over to the meeting of July 7, 1980.

Marc Frauenfelder, 2126 Executive Assistant, 5/E-1, Department of Public Health, Community Mental Health Services, 4/23/80. (4)

May 5, 1980: Over to the meeting of May 19, 1980.

May 19, 1980: Over to the meeting of June 2, 1980.

Action: Return name to list.

Ruth Harris, 1446 Senior Clerk Stenographer, 20/E-82, Public Utilities Commission, San Francisco Municipal Railway, 3/20/80. (7)

May 19, 1980: Over to the meeting of June 2, 1980. Public Utilities Commission to submit additional material requested by Commissioners.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

Cleveland Jones, Jr., 1402 Junior Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 5/29/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Leah Korman, 1402 Junior Clerk, CETA, Health Service System, 3/7/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Health Service System.

Jimmy Lester, 9910 Muni Transit Security, CETA, San Francisco Police Department, 5/16/80. (1)

Action: Over to the meeting of June 16, 1980.

Dogan G. Lewis, 9163 Transit Operator, V290/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/21/80. (6)

Action: Approve.

Mildred McCoy, 2903 Eligibility Worker, 24/E-11, Department of Social Services, 4/25/80. (2)

Action: Off calendar.

Josea L. Stevens, 7560 Field Conservation Aide, CETA, Recreation and
Park Department, 5/1/80. (1)

Action: Approve. Cancel all current examination and eligibility
 status. Future employment subject to review and approval
 of the General Manager, Personnel after satisfactory com-
 pletion of one year's work experience outside the City and
 County service. Not to be employed again by the Department
 of Recreation and Park

Calendar - Not used

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 16, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo

Excused: Commissioner Salomon
Commissioner Haile presided

DOCUMENTS DEPT.

JUN 17 1980

SENT TO
FOR REVIEW

MINUTES: Regular Meeting of June 2, 1980

Action: Approve.

CLASSIFICATION AND PAY:

1215-80 Approval of Personal Services Contracts pursuant to Civil Service
Commissioner Order of September 11, 1979.

- June 2, 1980:
1. Contract Number 507 over to the meeting of June 16, 1980 at the request of the Department of City Planning.
 2. Approve other Contracts with amendment to Contracts 489 (Date through September 30, 1980) and 493 (Contract is with Police Department not Port). Notify the offices of the Controller and the Purchaser.

Action: Approve. Notify the offices of the Controller and The Purchaser.

1216-80 City Attorney opinion regarding "Formula" approach for fixing compensation for Craft Classifications.

Action: Off calendar for further study.

1220-80 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" Symbol.

Action: Adopt staff report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in the classifications designated in the staff report.

1228-80 Request to retitle and amend the specification for Class 9345 Sheet Metal Supervisor I, Port.

Action: Adopt staff report. Retitle and amend Class 9345 Sheet Metal Supervisor I, Port.

1230-80 Approval of Personal Services Contracts pursuant to Civil Service
Commission Order of September 11, 1979.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1232-80 Adoption of specifications for Class 1248 Assistant Division Manager, Personnel and Class 1278 Division Manager, Personnel to reflect current assignments.

Action: Over to the meeting of July 7, 1980.

CLASSIFICATION AND PAY: (cont.)

- 1233-80 Establishment of a new classification for the Examination Division of the Civil Service Personnel Department.

Action: Over to the meeting of July 7, 1980.

- 1251-80 Request to amend the Specification for Class 3618 Library Technical Assistant II.

August 6, 1979: Over to the meeting of August 20, 1979.

August 20, 1979: Over to the meeting of September 11, 1979.

September 11, 1979: Over to the meeting of September 17, 1979.

September 17, 1979: Tabled to the call of the Chair.

Action: Adopt staff report. Amend the Specification for Class 3618 Library Technical Assistant II as recommended in the staff report.

IN-SERVICE ACTIVITIES:

- 2274-80 Appointment above the entrance rate for Employees in Classes 1440 Medical Transcriber Typist and 2110 Medical Records Clerk.

Action: Approve appointments of permanent employees in Classes 1440 Medical Transcriber Typist and 2110 Medical Records Clerk at Step 3 in the respective compensation schedules and advance permanent employees in these classes who are currently at Steps 1 and 2 to Step 3 in the respective compensation schedules effective July 1, 1980, pending the Controller's certification that funds are available.

- 2290-80 Appointment above the entrance rate for Jane Kallgren.

Action: Approve appointment of Jane Kallgren in Class 1446 Senior Clerk Stenographer, Asian Art Museum, at Step 5 in the compensation schedule established for Class 1446 Senior Clerk Stenographer, pending the Controller's certification that funds are available.

- 2316-80 Appointment above the entrance rate for Norma McNamara.

Action: Approve appointment of Norma McNamara in Class 1523 Confidential Secretary to the Chief Administrative Officer, at Step 5 in the compensation schedule established for Class 1523 Confidential Secretary to the Chief Administrative Officer, effective July 1, 1980, pending the Controller's certification that funds are available.

- 2317-80 Appointment above the entrance rate for Susana Fong.

Action: Approve appointment of Susana Fong, in Class 1720 Data Entry Operator, Department of Public Works, at Step 5 in the compensation schedule established for Class 1720 Data Entry Operator, pending the Controller's certification that funds are available.

- 2318-80 Appointments above the entrance rate in Class 8304 Deputy Sheriff.

Action: Approve appointments of new employees in Class 8304 Deputy Sheriff for Fiscal Year 1980-81 at Step 2 in the compensation schedule established for Class 8304 Deputy Sheriff, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont.)

- 2330-80 Proposed amendment to Civil Service Rule 1, Authority and Purpose, Section 1.03(f) Discrimination Complaints.

Action: Over to the meeting of July 7, 1980.

- 2335-80 Appointment above the entrance rate for Eric Boutwell.

Action: Approve appointment of Eric Boutwell in Class 1872 Programmer Analyst, San Francisco Unified School District, at Step 5 in the compensation schedule established for Class 1872 Programmer Analyst, pending the Controller's certification that funds are available.

- 2336-80 Resolution of Commendation for Thomas Scanlon, Treasurer of the City and County, upon his retirement.

Action: Off calendar.

- 2338-80 From the Human Rights Commission: Proposed policy on the use of slurs by City Officials and Employees.

Action: Refer to Standing Committee on Affirmative Action.

- 2339-80 Resolution of Commendation for Laurette C. Rames, Class 1408 Principal Clerk, San Francisco Police Department, upon her retirement.

Action: Adopt.

- 2346-80 Request approval to appoint Employees in Class 8215 Traffic Control Officer to positions in Class 8214 Parking Control Officer.

Action: Adopt staff report as amended. Approve appointments of John Belous, Jimmy Burnett, John Connors, Kerrigan Dangerfield, Jack Fontaine, Elizabeth Pfau, Concha Castro, Gerald Cook and Terrance Hutchinson, Class 8215 Traffic Control Officer, San Francisco Police Department to permanent positions in Class 8214 Parking Control Officer.

MISCELLANEOUS:

- 3018-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	1123-1176	3166-3169
	4468-4478	7604-7726
	9137	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40039-80 Hearing to consider additional testimony on appeal of medical rejection of Thomas O'Neill for Class Q-2 Police Officer.

April 21, 1980: Deny appeal of Thomas O'Neill. Sustain medical disqualification. (Vote of 3 to 2: Commissioners Lee and Powell dissent).

June 2, 1980: Over to the meeting of June 16, 1980.

Action: Sustain action of April 21, 1980. Future employment in Class Q-2 Police Officer subject to maintaining normal blood pressure without medication for a period of one year.

RECRUITMENT AND EXAMINATIONS: (cont.)

- 40057-80 Removal of Names from Eligible List P-2 for Class 2907 Eligibility Worker Supervisor.

May 5, 1980: Staff directed to proceed under Rule 10.06 to remove the remaining names from List P-2 for Class 2907 Eligibility Worker Supervisor. Notify remaining eligibles and recognized employee organizations that the Commission intends to remove names of eligibles from this list at its meeting of June 16, 1980.

Action: Abolish list P-2, Class 2907 Eligibility Worker Supervisor; remove the names of the remaining eligibles.

- 40067-80 Request for reconsideration of staff's denial of protest of Qualifications Appraisal Board's failure to apply standards specified in the announcement for Class 8306 Senior Deputy Sheriff Promotive examination.

Action: Adopt staff report. Deny appeal of Larry Littlejohn.

- 40082-80 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1980-81.

June 2, 1980: Over to the meeting of June 16, 1980.

Action: The following numerical listing of third alternative for breaking tie scores is established for Fiscal Year 1980-81: #1-9; #2-7; #3-8; #4-4; #5-1; #6-2; #7-3; #8-6; #9-5; #10-0.

- 40084-80 Removal of candidate's name from list of eligibles for the 3216 Assistant Aquatic Supervisor examination.

June 2, 1980: Over to the meeting of June 16, 1980.

Action: Reject staff report. Grant appeal of Pablo Molino. Name to remain on list. Adopt list of eligibles.

- 40095-80 Appeal of staff's denial concerning medical examination rejection for Q-2 Police Officer.

Action: Over to the meeting of July 7, 1980.

- 40098-80 Reconsideration of staff's rejection of an application to participate in the examination for Class 2907 Eligibility Worker Supervisor.

Action: Grant appeal of Anita Miller. Accept application to participate in this examination for Class 2907 Eligibility Worker Supervisor.

GENERAL MANAGER'S REPORT:

Examination Priorities, Fiscal Year 1980-81.

June 2, 1980: Over to the meeting of June 16, 1980.

Action: Over to the meeting of July 7, 1980.

Commissioner Haile announced his resignation from the Standing Committee on Affirmative Action and named Commissioner Texidor del Portillo to replace him effective June 16, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 16, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Raymond C. Barnett, 7347 Plumber, V-13/E-3, Department of Public Works, 4/29/80. (3)

Action: Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Donald O. Byrdson, 8222 Armored Truck Guard, LT, Public Utilities Commission, San Francisco Municipal Railway, 5/22/80. (1)

Action: Over to the meeting of July 7, 1980.

Jimmie Roger Cook, 9910 Public Service Trainee, CETA, Department of Public Works, 5/15/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Mack Craig, 7560 Field Conservation Aide, CETA, Department of Public Works, 5/20/80. (3)

Action: Grant appeal. Reinstate to position.

Marilyn L. Dawson, 2708 Custodian, 26/E-5, Airports Commission, 5/9/80. (6)

June 2, 1980: Over to the meeting of June 16, 1980.

Action: Approve. Eligible for reappointment.

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (3)

Action: Over to the meeting of July 7, 1980.

Arthur Lee Demonbreum, 9131 Station Agent, 42/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/15/80. (4)

June 2, 1980: Over to the meeting of June 16, 1980.

Action: Over to the meeting of July 7, 1980.

Gregory Geisner, 2709 School Custodian, 76/E-52, San Francisco Unified School District, 6/6/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Eugene V. Hood, 8207 Building & Grounds Patrolman, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/20/80. (1)

Action: Over to the meeting of July 7, 1980.

George King, Jr., 8226 Museum Guard, 154/E-6, Public Utilities Commission, San Francisco Municipal Railway, 5/22/80. (2)

Action: Over to the meeting of July 7, 1980.

Jimmy Lester, 9910 Muni Transit Security, CETA, San Francisco Police Department, 5/16/80 (1)

June 2, 1980: Over to the meeting of June 16, 1980.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA in a capacity not related to law enforcement.

Theodore D. Matthews, 9910 Muni Transit Security Guard, CETA, San Francisco Police Department, 5/15/80. (3)

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position on conclusion of Military Leave.

Reconsideration of Civil Service Commission action of February 20, 1980 (Commissioners Haile, Lee and Powell): Appeal of Automatic Resignation by William Pearson, Class 9163 Transit Operator, V-19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 9/21/78. (3)

November 6, 1978: Deny appeal. Approve Automatic Resignation.

February 20, 1980: Reconsideration of November 6, 1978 (Commissioners Haile, Lee and Powell). Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service required prior to reemployment. Not to be employed again by the Public Utilities Commission.

Action: Over to the meeting of July 7, 1980.

Sheila P. Reid, 1424 Clerk Typist, 13/E-8, Department of Public Health, San Francisco General Hospital/Medical Center, 6/2/80. (4)

Action: Return name to list.

Jerrold Rosenblum, 9163 Transit Operator, 732/E-112, Public Utilities Commission, San Francisco Municipal Railway, 1/20/80. (6)

May 19, 1980: Off calendar.

Action: Over to the meeting of July 7, 1980.

Louis P. Tercero, 9163 Transit Operator, 101/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/30/80. (6)

Action: Off calendar.

Vernell West, 9163 Transit Operator, 1136/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/6/80. (4)

Action: Over to the meeting of July 7, 1980.

Richard E. Willett, Q-60 Lieutenant, LT, V-234/E-20, San Francisco Police Department, 2/15/80. (1)

March 17, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Off calendar.

Action: Over to the meeting of July 7, 1980.

Alan B. Woontner, 2903 Eligibility Worker, 55/E-11, Department of Social Services, 5/20/80. (6)

Action: Approve.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 7, 1980

RECESSED TO JULY 14, 1980

PART I - 3:00 P.M.

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Texidor del Portillo
Commissioner Haile presided

DOCUMENTS DEPT.

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MINUTES: Regular Meeting of June 16, 1980

Action: Approve.

CLASSIFICATION AND PAY:

- 1232-80 Adoption of specifications for Class 1248 Assistant Division Manager, Personnel and Class 1278 Division Manager, Personnel to reflect current assignments.
- June 16, 1980: Over to the meeting of July 7, 1980.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Over to the meeting of July 21, 1980.
- 1233-80 Establishment of a new classification for the Examination Division of the Civil Service Personnel Department.
- June 16, 1980: Over to the meeting of July 7, 1980.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Over to the meeting of July 21, 1980.
- 1246-80 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" symbol.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated.
- 1243-80 Review of requests for approval of proposed Personal Services Contracts.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action:
1. Sever contracts numbers 557, 558, 559 and 560 - over to the next meeting. Department of Public Health to submit additional justification.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

- 2111-80 Appointment above the entrance rate in Class 9144 Transit Service Inspector and Class 9160 Assistant Transit Dispatcher.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Adopt staff report; Approve appointment at Step 5 of the compensation schedule for permanent appointees in Class 9144 Transit Service Inspector and in Class 9160 Assistant Transit Dispatcher; advance current employees in these classes who are at a lesser step to Step 5; effective July 1, 1980 pending the Controller's certification that funds are available.
- 2330-80 Proposed amendment to Civil Service Rule 1, Authority and Purpose, Section 1.03 (f) Discrimination Complaints.
- June 16, 1980: Over to the meeting of July 7, 1980.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Off calendar.
- 2341-80 Appointment above the entrance rate for Juanita O'Neill.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Juanita O'Neill in Class 1720 Data Entry Operator at Step 2 in the compensation schedule established for Class 1720 Data Entry Operator, pending the Controller's certification that funds are available.
- 2353-80 Appointment above the entrance rate for Florence Corbin.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Florence Corbin, Class 1708 Senior Telephone Operator at Step 5 in the compensation schedule established for Class 1708 Senior Telephone Operator, pending the Controller's certification that funds are available.
- 2354-80 Appointment above the entrance rate for Albert Cheng.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Albert Cheng, Class 1231 Associate Affirmative Action Coordinator at Step 5 in the compensation schedule established for Class 1231 Associate Affirmative Action Coordinator, pending the Controller's certification that funds are available.
- 2360-80 Appointment above the entrance rate for Lawrence A. Wilson.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Lawrence A. Wilson, Class 8176 Trial Attorney at Step 3 in the compensation schedule established for Class 8176 Trial Attorney, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

- 2377-80 Appointment above the entrance rate for Claire C. Pilcher.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Claire C. Pilcher in Class 1575 Executive Director at Step 5 in the compensation schedule established for Class 1575 Executive Director, pending the Controller's certification that funds are available.
- 2378-80 Appointment above the entrance rate for Jeannette Grandin.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Jeannette Grandin in Class 1446 Senior Clerk Stenographer at Step 5 in the compensation schedule established for Class 1446 Senior Clerk Stenographer, pending the Controller's certification that funds are available.
- 2384-80 Appointment above the entrance rate for Esther Crosby.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Approve appointment of Esther Crosby in Class 1440 Medical Transcriber Typist at Step 5 in the compensation schedule established for Class 1440 Medical Transcriber Typist, pending the Controller's certification that funds are available.
- 2385-80 From the Standing Committee on Affirmative Action: Recommendation on Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: (Action of the Standing Committee at its meeting of June 24, 1980: Recommend to the full Commission that it take no action on Rule 32 at this time.) Adopt recommendation of the Standing Committee on Affirmative Action.
- 2388-80 Progress of Departmental Affirmative Action Plans.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Accept report as presented. Departmental Affirmative Action Plans to include goals and timetables which include non-Civil Service Appointees.
- 2616-80 Appeal of Placement on Mandatory Sick Leave - James Baker, 7372 Stationary Engineer, Sewage Plant, Department of Public Works.
- November 5, 1979: Refer to Medical Specialist at own expense. Appellant to contact the Assistant Secretary for names of appropriate specialists.
- January 21, 1980: James Baker, 7372 Stationary Engineer, Department of Public Works, be suspended pending a hearing on charges for dismissal. The Commission will review, if requested, the appeal of mandatory sick leave following determination of charges.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- Action: Adopt staff report. Deny appeal of James Baker.

MISCELLANEOUS:

3019-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	1177-1246	3000-3097
	3170-3171	4479-4495
	7728-7827	

July 7, 1980 Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of July 21, 1980.

RECRUITMENT AND EXAMINATIONS:

40095-80 Appeals of medical examination rejection for Q-2 Police Officer.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action:

1. Appeal of Wendell Lee over to the first meeting when a full Commission is present.
2. Appeal of Wanda Blake over to the next meeting when the Police Surgeon can attend.
3. Appeal of Rhonda Olmsted over to the meeting of August 18, 1980 or the first meeting after that date when the Police Surgeon can attend.

40119-80 Q-2 Police Officer Special Report.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action:

1. In Executive Session: Grant appeal of Jeremiah T. Buckley. Find qualified as to background in this examination for Class Q-2 Police Officer.
2. In Executive Session: Deny appeal of Kathleen O'Connell. Sustain disqualification by the San Francisco Police Department.
3. In Executive Session: Deny appeal of Maria J. Prongos. Sustain disqualification by the San Francisco Police Department.

GENERAL MANAGER'S REPORT:

Examination Priorities, Fiscal Year 1980-81.

June 2, 1980: Over to the meeting of June 16, 1980.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Adopt staff report.

SPECIAL REPORT:

Cancel the examination for Class 1426 Senior Clerk Typist conducted under the terms of announcement 169-79 (Reissued August 24, 1979).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 7, 1980

RECESSED TO JULY 14, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Althea Adams, 1426 Senior Clerk Typist, 14/E-112, Department of Social Services, 6/24/80. (6)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve.

Zenaida D. Bordalo, 1632 Senior Account Clerk, 36/P-7, Purchasing Department, 6/23/80. (5)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Off calendar.

Anthony Britton, 2708 Custodian, 178/E-58, Public Utilities Commission, San Francisco Municipal Railway, 4/8/80. (3)

May 5, 1980: The Commission retains its jurisdiction over this case. Final action to be taken at the first meeting in July, 1980. Pending final determination Mr. Britton to be reinstated to position. The Public Utilities Commission is instructed to report on his work performance prior to July 1, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of August 4, 1980.

Donald O. Byrdsong, 8222 Armored Truck Guard, LT, Public Utilities Commission, San Francisco Municipal Railway, 5/22/80. (1)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Arthur Lee Demonbreum, 9131 Station Agent, 42/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/15/80. (4)

June 2, 1980: Over to the meeting of June 16, 1980.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of July 21, 1980.

Walter Eddington, 2709 School Custodian, 161/E-54, San Francisco Unified School District, 7/3/80. (4)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Off calendar.

Pat Henry Fillbrandt, 1630 Account Clerk, V-22/E-9, Department of Social Services, 5/2/80, (3)

June 2, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of July 21, 1980.

Clyde E. Flewellen, 1424 Clerk Typist, 18/E-204, Public Utilities Commission, San Francisco Municipal Railway, 6/10/80. (4)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of July 21, 1980.

Don Walter Hammond, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, 5/13/80. (1)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office of Employment and Training.

Eugene V. Hood, 8207 Building & Grounds Patrolman, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/20/80. (1)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lionell T. Hughes, 1402 Junior Clerk, CETA, Juvenile Court, 5/29/80. (1)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Raleigh Jones, 2709 School Custodian, 149/E-54, San Francisco Unified School District, 7/3/80. (4)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: (In Executive Session): Approve. No future employment with the San Francisco Unified School District or the San Francisco Community College District.

George King, Jr., 8226 Museum Guard, 154/E-6, Public Utilities Commission, San Francisco Municipal Railway, 5/22/80. (2)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Arnold Kravitz, 7273 Stationary Engineer, 14/E-18, Department of Public Works, 6/6/80. (4)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Return name to list under waiver until medically cleared by a designated Civil Service Commission Medical Examiner following submission to the General Manager, Personnel of evidence of satisfactory progress in a rehabilitation program. Future employment subject to the approval of the General Manager, Personnel.

Mildred McCoy, 2903 Eligibility Worker, 24/E-11, Department of Social Services, 4/25/80. (6)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. No future employment as a Class 2903 Eligibility Worker.

Anthony Melton, 1402 Junior Clerk, CETA, Department of Public Health,
VD/TB Control, 6/18/80. (1)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Public Health.

Reconsideration of Civil Service Commission action of February 20, 1980.
(Commissioners Haile, Lee and Powell): Appeal of Automatic Resignation
by William Pearson, Class 9163 Transit Operator, V-19/E-109, Public Utilities
Commission, San Francisco Municipal Railway, 9/21/78. (3)

November 6, 1978: Deny appeal. Approve Automatic Resignation.

February 20, 1980: Reconsideration of November 6, 1978. (Commissioners
Haile, Lee and Powell). Deny appeal. Approve
Automatic Resignation. Cancel all current
examination and eligibility status. Future
employment subject to review and approval of the
General Manager, Personnel after satisfactory
completion of one year's work experience outside
the City and County service required prior to
reemployment. Not to be employed again by the
Public Utilities Commission.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of July 21, 1980.

James W. Podesta, H-2 Firefighter, 434/E-25, San Francisco Fire Department,
6/3/80. (6)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the San Francisco Fire Department.

Charles Reed, 1402 Junior Clerk, CETA, Purchasing Department, 6/10/80. (1)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Purchasing Department.

Jerrold Rosenblum, 9163 Transit Operator, 732/E-112, Public Utilities
Commission, San Francisco Municipal Railway, 1/20/80. (6)

May 19, 1980: Off calendar.

June 16, 1980: Over to the meeting of July 7, 1980

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. No restriction on future employment.

Nellie J. Saunders, 2586 Health Worker II, 20/E-1, Department of Public Health, Community Mental Health Services, 4/8/80. (3)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of July 21, 1980.

Raymond Sherrington, 1932 Assistant Storekeeper, LT, San Francisco Unified School District, 7/3/80. (1)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: (In Executive Session): Disapprove. Reinstate to position without back pay.

Claude Tucker, 3610 Library Assistant, CETA, San Francisco Public Library, 5/27/80. (3)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve Automatic Resignation. Refer to the MOET for other employment under CETA.

Reconsideration of Civil Service Commission action of July 2, 1979.

(Commissioners Haile, Lee and Powell):

Charles Tyner, Sr., 9163 Transit Operator, 20/E-106, Public Utilities Commission, San Francisco Municipal Railway, 6/8/79. (4)

July 2, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

January 21, 1980: Over to the meeting of February 4, 1980. Mr. Tyner to be medically examined by the Public Utilities Commission Physician.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Grant appeal. Disapprove Automatic Resignation. Reinstate to position. To commence a six month probationary period subject to all the terms and conditions of probation as dictated by Charter Section 8.340 and Civil Service Commission Rules 6 and 16.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Off calendar.

William Wasley, Q-2 Police Officer, 83/E-34, San Francisco Police Department, 1/24/79. (6)

February 20, 1979: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of August 4, 1980.

Vernell West, 9163 Transit Operator, 1136/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/6/80. (4)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Return name to list.

Richard E. Willett, Q-60 Lieutenant, V-234/E-20, San Francisco Police Department, 2/15/80. (1)

March 17, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Off calendar.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve.

Larry G. Williams, 1404 Clerk, 205/E-14, San Francisco Community College District, 5/16/80. (6)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Approve. Future employment subject to medical clearance by a designated Commission medical examiner.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

STANDING COMMITTEE ON AFFIRMATIVE ACTION

COMMITTEE MEETING

JUNE 24, 1980

4:00 P.M.

Present: Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Salomon
Commissioner Lee presided.

MINUTES: Meeting of March 11, 1980.

Action: Over to the meeting of July 22, 1980.

SCAA 1-80 Proposed Committee Rules

January 29, 1980: Post proposed Rules as amended for adoption at the next meeting. Notify chairs of other Committees of the amendments and suggest that all Committee Rules be amended accordingly for consistency.

March 11, 1980: Over to the next meeting.

Action: Adopt as amended.

SCAA 4-80 Consideration of Civil Service Commission Rule 32 - Lay-Off and Involuntary Leave.

March 11, 1980: Continued to the call of the Chair.

Action: Recommend to the full Commission that it take no action at this time.

SCAA 5-80 From the Human Rights Commission: Proposed policy on the use of slurs by City Officials and Employees.

June 16, 1980: Refer to Standing Committee on Affirmative Action. (CSC)

Action: Recommend to the full Commission that the policy be adopted following editing and clarification of the language. Refer to the Chair for this purpose.

SCAA 6-80 In Executive Session: Consideration of complaint brought against certain employees.

Action: Over to the next meeting on July 28, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 21, 1980 - 2:00 P.M.

PART I - 2:00 P.M.

DOCUMENTS DEPT.

JUL 24 1980

CIVIL SERVICE
PERSONNEL DEPT.

Present: Commissioner Haile
Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Salomon
Commissioner Haile presided

MINUTES: Regular Meeting of July 7, 1980 recessed to July 14, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

1232-80 Adoption of specifications for Class 1248 Assistant Division Manager, Personnel and Class 1278 Division Manager, Personnel to reflect current assignments.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Off calendar.

1233-80 Establishment of a new classification for the Examination Division of the Civil Service Personnel Department.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Off calendar.

1243-80 Review of requests for approval of Proposed Personal Service Contracts.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: 1. Sever Contracts Numbers 557, 558, 559 and 560 - over to the next meeting. Department of Public Health to submit additional justification.

2. Approve all others. Notify the offices of the Controller and the Purchaser.

Action: Approve. Notify the offices of the Controller and the Purchaser.

1269-80 Review of requests for approval of Proposed Personal Services Contracts.

Action: 1. Contract Number 25 over to the meeting of August 4, 1980.

2. Sever Contract Numbers 30, 31 and 32. Off calendar.

3. Approve all others. Notify the offices of the Controller and the Purchaser.

4. The Department of Public Health instructed to develop a plan to transition the function currently being performed under the contract with American Management Services (#24) to Civil Service positions.

CLASSIFICATION AND PAY: (cont)

1276-80 Request from the Chief of the San Francisco Fire Department to utilize a Class in the Staff Assistant, Special Project Series.

Action: Authorize the San Francisco Fire Department to utilize Class 9738 Staff Assistant III, Special Project (\$766 BW) for a one year period to employ a Program Director to administer two Fire Prevention Programs.

1277-80 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California.

Action: Adopt staff report. Certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter. Special meeting is tentatively scheduled for Thursday, July 31, 1980 at 2:00 P.M. (location to be announced), if required, to review late data.

IN-SERVICE ACTIVITIES:

2388-80 Progress of Departmental Affirmative Action Plans.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Accept report as presented. Departmental Affirmative Action Plans to include goals and timetables which include non-Civil Service appointees.

Action: (Recalendared at request of Commissioner Lee): Departmental plans to be calendared on Consent Calendar for Civil Service Commission review and approval or at special meetings if time constraints require.

2391-80 Appointment above the entrance rate for Arnold Goldberg.

Action: Approve appointment of Arnold Goldberg in Class 1424 Clerk Typist, Juvenile Court at Step 5 in the compensation schedule established for Class 1424 Clerk Typist, pending the Controller's certification that funds are available.

2392-80 Appointment above the entrance rate for Paul L. C. Fong.

Action: Approve appointment of Paul L. C. Fong in Class 2471 Water Quality Chemist, Department of Public Works, at Step 5 in the compensation schedule established for Class 2471 Water Quality Chemist, pending the Controller's certification that funds are available.

2400-80 Work schedules for Employees in Class 2320 Registered Nurse, San Francisco General Hospital/Medical Center.

Action: Off calendar.

2420-80 Request from the Department of Public Health for Exception to the Order of Lay-off.

Action: Approve request.

2429-80 Proposed Amendments to Civil Service Commission Rule 9 - Examinations; Rule 10 - Eligible Lists; Rule 13 - Reinstatement and Reappointment; Rule 16 - Probationary Period and Proposed New Rule 15 - Medical Examinations.

Action: Post for adoption at the meeting of August 4, 1980.

MISCELLANEOUS:

3019-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 1177-1246 3000-3097
 3170-3171 4479-4495
 7728-7828

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Approve.

3020-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0001-0007 1000-1114
 2000-2014 2600-2665
 3098-3230 5000-5358
 9000-9079

Action: Approve.

3021-80 Request from the Department of Social Services to back-date requisition.

P-6844 1430 Transcriber Typist 2/22/80 to 6/8/80.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATION:

40075-80 Class 8304 Deputy Sheriff - Special Report (Doyle E. Miller).

Action: Over to the meeting of August 4, 1980.

40092-80 Class 8304 Deputy Sheriff - Special Report (Johnny Green).

Action: Uphold decision of the Sheriff's Department.

40130-80 Class 8304 Deputy Sheriff - Special Report (Donald R. Jones).

Action: Over to the meeting of August 4, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 21, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Evangeline Arcega, 1422 Junior Clerk Typist, CETA, Civil Service Commission/Examination Unit, 5/21/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

Burvic Barb, 2615 School Lunchroom Helper, 65/E-8, San Francisco Unified School District, 6/20/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Arthur Lee Demonbreum, 9131 Station Agent, 42/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/15/80. (4)

June 2, 1980: Over to the meeting of June 16, 1980.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Over to the meeting of August 4, 1980.

Pat Henry Fillbrandt, 1630 Account Clerk, V-22/E-9, Department of Social Services, 5/2/80. (3)

June 2, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Approve Automatic Resignation. Return name to Holdover Roster under waiver until this waiver is removed by Mr. Fillbrandt as provided in Civil Service Commission Rules.

Clyde E. Flewellen, 1424 Clerk Typist, 18/E-204, Public Utilities Commission, San Francisco Municipal Railway, 6/10/80. (4)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Return name to list. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of July 14, 1980. (Recalendared by Assistant Secretary due to alleged improper notification): Eugene V. Hood, 8207 Building and Grounds Patrolman, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/20/80. (1)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

Action: Over to the meeting of August 4, 1980.

Floyd Ronald Lee, 2907 Eligibility Worker Supervisor, 30/P-1, Department of Social Services, 6/3/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one years work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Lois Meacham, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 7/3/80. (1)

Action: Over to the meeting of August 4, 1980.

Reconsideration of Civil Service Commission action of February 20, 1980. (Commissioners Haile, Lee and Powell): Appeal of Automatic Resignation by William Pearson, Class 9163 Transit Operator, V-19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 9/21/78. (3)

November 6, 1978: Deny appeal. Approve Automatic Resignation.

February 20, 1980: Reconsideration of November 6, 1978. (Commissioners Haile, Lee and Powell): Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service required prior to reemployment. Not to be employed again by the Public Utilities Commission.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position. To commence a six month probationary period subject to all the terms and conditions of Charter Section 8.340 and Civil Service Commission Rules 6 and 16.

James B. Riddle, 7249 Automotive Mechanic Supervisor I, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)

Action: Over to the meeting of August 4, 1980.

Nellie J. Saunders, 2586 Health Worker II, 20/E-1, Department of Public Health, Community Mental Health Services, 4/8/80. (3)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

Action: Over to the meeting of August 4, 1980.

John M. Sessoms, 9910 Public Service Trainee, CETA, Department of Public Works, 6/18/80. (1)

Action: Approve. Refer to Mayor's Office of Employment and Training for other employment under CETA. Not to be employed again by the Department of Public Works.

Charles Taylor, III, 9211 Airport Police Sergeant, LT, Airports Commission, 7/6/80. (1)

Action: Disapprove. Reinstate to position without back-pay.

Charles Tyner Sr., 9163 Transit Operator, 20/E-106, Public Utilities Commission, San Francisco Municipal Railway, 6/8/79. (4)

July 2, 1979: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

January 21, 1980: Over to the meeting of February 4, 1980. Mr. Tyner to be medically examined by the Public Utilities Commission Physician.

February 4, 1980: Over to the meeting of February 20, 1980.

February 20, 1980: Grant appeal. Disapprove Automatic Resignation. Reinstate to position. To commence a six month probationary period subject to all the terms and conditions of probation as dictated by Charter Section 8.340 and Civil Service Commission Rules 6 and 16. (Reconsideration of July 2, 1979 action).

July 7, 1980: Off calendar.

Action: Dismiss from the service.

Calendar - Actions Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 4, 1980

PART I - 2:00 P.M.

DOCUMENTS DEPT.

AUG 14 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Powell
Commissioner Salomon (Excused for Item 16)
Commissioner Texidor del Portillo

Excused: Commissioner Haile
Commissioner Lee presided

MINUTES: Regular Meeting of July 21, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

1269-80 Review of requests for approval of Proposed Personal Services Contracts.

- July 21, 1980:
1. Contract Number 25 over to the meeting of August 4, 1980.
 2. Sever Contract Numbers 30, 31 and 32. Off calendar.
 3. Approve all others. Notify the offices of the Controller and the Purchaser.
 4. The Department of Public Health instructed to develop a plan to transition the function currently being performed under the contract with American Management Services (#24) to Civil Service positions.

- Action:
1. Contract Number 25 between ARA Management Service and Department of Public Health-Laguna Honda Hospital. Approve. Notify the offices of the Controller and the Purchaser. The Commission stipulated it will not approve extension of this contract beyond two (2) years.
 2. Recalendar Contracts 30, 31 and 32 on August 18, 1980.

1291-80 Amendment and retitling to the specification for Class 1129 Chief Deputy Registrar of Voters-Recorder.

- Action: Adopt staff report.
1. Amend and retitle the specification for Class 1129 Chief Deputy Registrar of Voters-Recorder to Chief Deputy Registrar of Voters. These amendments result in no change in costs.
 2. Amend Section 80/00/00/01001 of the Annual Salary Ordinance accordingly.
 3. Advise department to amend their budget to reflect the title change.

1297-80 Review of requests for approval of Proposed Personal Services Contracts.

- Action: Contract Number 86 withdrawn by Chief Administrative Officer's office. Approve as amended by deleting Contract Number 86. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1: Commissioner Salomon dissents)

CLASSIFICATION AND PAY: (cont)

1298-80 Request for authority to conduct a Salary Survey for Salary Standardization for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1981-82.

Action: Adopt staff report.

1. Authorize the conduct of a salary survey for salary standardization for fiscal year 1981-82, including a supplemental BASSC Crafts salary survey.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Request that the Board of Supervisors authorize and arrange for the up-dating of the salary survey through circa mid-March, 1981.

1299-80 Certification of wage schedules for platform employees, Coach and Bus Operators and Trainees of the Municipal Railway for 1980-81 and conditions and benefits of employment which may be fixed for 1980-81.

Action: Adopt staff report; Certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

1300-80 Requests for Supervisory Differential Adjustments as provided by the Salary Standardization Ordinance during the Fiscal Year 1979-80.

Action: Adopt staff report; Approve supervisory differential adjustments; amend Annual Salary Ordinance accordingly; advise departments to submit requests for supplemental appropriations.

IN-SERVICE ACTIVITIES:

2073-80 Discussion of proposed policy on Limited Tenure and non-Civil Service appointments.

January 29, 1980: Standing Committee on Affirmative Action.

1. Recommend to the full Commission that Department Heads should be required to sign a statement that they have read and understood the Compliance Agreement with the Office of Revenue Sharing.
2. Refer proposed policy as amended to the full Commission with a recommendation to adopt.
3. Calendar for discussion before the full Commission in 6 months a proposal to restrict temporary non-Civil Service or Limited Tenure employment to a maximum of 130-working days.

February 4, 1980: Adopt proposed policy as amended.

Action: Over to the meeting of August 18, 1980.

IN-SERVICE ACTIVITIES: (cont)

2221-80 Appointment above the entrance rate for Ben J. Asaro.

Action: Approve appointment of Ben J. Asaro in Class 7450 Shade and Drapery Worker, San Francisco General Hospital at Step 5 in the compensation schedule established for Class 7450 Shade and Drapery Worker, pending the Controller's certification that funds are available. (Vote of 3 to 1: Commissioner Salomon dissents)

2336-80 Resolution of Commendation for Thomas Scanlon, Treasurer of the City and County, upon his retirement.

Action: Adopt.

2338-80 From the Human Rights Commission: Proposed policy on the use of slurs by City Officials and Employees.

June 16, 1980: Refer to Standing Committee on Affirmative Action. (Civil Service Commission)

June 24, 1980: Recommend to the full Commission that the policy be adopted following editing and clarification of the language. Refer to the Chair for this purpose. (Standing Committee on Affirmative Action)

Action: Over to the meeting of August 18, 1980 due to 2 to 2 vote (Commissioners Salomon and Powell dissenting)

2355-80 Appointment above the entrance rate for Jack Knight.

Action: Approve appointment of Jack Knight in Class 8147 Senior Investigator, District Attorney's Office at Step 3 in the compensation schedule established for Class 8147 Senior Investigator, District Attorney's Office, pending the Controller's certification that funds are available.

2357-80 Appointment above the entrance rate for Mary E. O'Toole.

Action: Approve appointment of Mary E. O'Toole in Class 8147 Senior Investigator, District Attorney's Office at Step 3 in the compensation schedule established for Class 8147 Senior Investigator, District Attorney's Office, pending the Controller's certification that funds are available. (Vote of 3 to 1: Commissioner Salomon dissents)

2372-80 Appointment above the entrance rate for Carol Frausto.

Action: Approve appointment of Carol Frausto in Class 8174 Attorney, Office of the Public Defender at Step 4 in the compensation schedule established for Class 8174 Attorney, pending the Controller's certification that funds are available.

2375-80 Appointment above the entrance rate for Mognes Christiansen.

Action: Approve appointment of Mognes Christiansen in Class 8174 Attorney, Office of the Public Defender at Step 3 in the compensation schedule established for Class 8174 Attorney, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (cont)

2388-80 Progress of Departmental Affirmative Action Plans.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Accept report as presented. Departmental Affirmative Action Plans to include goals and timetables which include non-Civil Service appointees.

July 21, 1980: (Recalendared at request of Commissioner Lee): Departmental plans to be calendared on Consent Calendar for Civil Service Commission review and approval or at special meeting if time constraints require.

Action: Severed from Consent Calendar. No action taken. Action of July 21, 1980 discussed and confirmed (Recalendared at request of Commissioner Lee):

2429-80 Proposed Amendments to Civil Service Commission Rule 9 - Examinations; Rule 10 - Eligible Lists; Rule 13 - Reinstatement and Reappointment; Rule 16 - Probationary Period and Proposed New Rule 15 - Medical Examinations.

Action: Adopt as amended. Amended Rule 16 effective for all probationary periods commencing on or after September 1, 1980.

2433-80 Appointment above the entrance rate for Bernard Tom.

Action: Approve appointment of Bernard Tom in Class 6270 Residential Environmental Inspector, Department of Public Works at Step 5 in the compensation schedule established for Class 6270 Residential Environmental Inspector, pending the Controller's certification that funds are available.

2454-80 Appointment above the entrance rate for Carlton Meschievitz.

Action: Approve appointment of Carlton Meschievitz in Class 2230 Physician Specialist, Department of Public Health, Central Office at Step 5 in the compensation schedule established for Class 2230 Physician Specialist, pending the Controller's certification that funds are available.

2459-80 Resolution of Commendation for Betty Quan, Class 8106 Legal Process Clerk, County Clerk's Office. (Commissioner Salomon):

Action: Adopt.

2460-80 Proposed Amendment to Civil Service Commission Rule 1, Section 1.03A.

Action: Post.

2461-80 Report and recommendation on complaint and allegation of discrimination.

June 2, 1980: (Civil Service Commission): Refer to the Standing Committee on Affirmative Action.

July 21, 1980: (Standing Committee): Over to the meeting of July 28, 1980 (In Executive Session).

IN-SERVICE ACTIVITIES: (cont)

2461-80 July 28, 1980: (Standing Committee): Recommend to the full
(CONT) Commission that it adopt staff report as amended with supplemental findings. Refer to the General Manager of Public Utilities Commission for appropriate administrative action. General Manager of Public Utilities Commission to report action taken within 30-days of Civil Service Commission action. Civil Service Commission to retain jurisdiction. (In Executive Session).

Action: Adopt recommendation of Standing Committee. Thirty day period to commence on August 6, 1980. (Commissioner Salomon abstaining with permission of other Commissioners)

2462-80 Consideration of complaint of retaliatory action taken against an employee who filed an allegation of discrimination with the Civil Service Commission.

July 28, 1980: (Standing Committee on Affirmative Action): Calendar before the full Commission for hearing. Subpoena three employees of the Public Utilities Commission. To be heard in Executive Session.

Action: (In Executive Session): Continued to meeting of August 18, 1980.

MISCELLANEOUS:

3023-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers: 0008-0035 0900-0902
3231-3417 5359-5450
9080-9092

Action: Approve.

3024-80 Request from the Department of Social Services to back-date requisition.

TX-00239 1840 Junior Management Assistant July 1, 1980.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40037-80 Request from Jerome Pittman, H-2 Firefighter, 46.5/E-26 to back-date Seniority.

April 7, 1980: Off calendar. Staff to consult with City Attorney concerning jurisdiction of the Civil Service Commission in this matter.

June 2, 1980: Off calendar pending review and comment by City Attorney of additional information presented at the meeting and contained in the record which is to be transcribed and forwarded.

Action: Off calendar pending further study by City Attorney.

40075-80 Class 8304 Deputy Sheriff - Special Report (Doyle E. Miller).

July 21, 1980: Over to the meeting of August 4, 1980.

Action: Uphold decision of the Sheriff's Department.

40130-80 Class 8304 Deputy Sheriff - Special Report (Donald R. Jones).

July 21, 1980: Over to the meeting of August 4, 1980.

Action: Over to the meeting of August 18, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 4, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Choudhri A. Ahmed, 2903 Eligibility Worker, 465.5/E-8, Department of Social Services, 7/8/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Leo Allen, 6120 Environmental Health Inspector, 4/E-11, Department of Public Health, Environmental Health, 7/2/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Charles A. Baldwin, 8207 Building & Grounds Patrol/Officer, CETA, San Francisco Police Department, 7/11/80. (1)

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Charles Baldwin, 2709 School Custodian, 30/E-50, San Francisco Community College District, 7/11/80. (7)

Action: No future employment with the San Francisco Community College District.

Anthony Britton, 2708 Custodian, 178/E-58, Public Utilities Commission, San Francisco Municipal Railway, 4/8/80. (3)

May 5, 1980: The Commission retains its jurisdiction over this case. Final action to be taken at the first meeting in July, 1980. Pending final determination Mr. Britton to be reinstated to position. The Public Utilities Commission is instructed to report on his work performance prior to July 1, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of August 4, 1980.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Michael Cayness, 1833 Tape Librarian, CETA, Controller-EDP, 7/11/80.
(1)

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Claudette Cosey, 1430 Transcriber Typist, 138/E-204, Public Utilities Commission, San Francisco Municipal Railway, 7/15/80. (1)

Action: Over to the Part II calendar of August 18, 1980.

Arthur Lee Demonbreum, 9131 Station Agent, 42/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/15/80. (4)

June 2, 1980: Over to the meeting of June 16, 1980.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

July 21, 1980: Over to the meeting of August 4, 1980.

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Jody Grier, 2302 Orderly, 51/E-301, Department of Public Health, San Francisco General Hospital/Medical Center, 5/21/80. (6)

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Reconsideration of Civil Service Commission action of July 14, 1980.
(Recalendared by Assistant Secretary due to alleged improper notification):
Eugene V. Hood, 8207 Building & Grounds Patrol/Officer, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/20/80. (1)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of August 4, 1980.

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Greg Jones, 9163 Transit Operator, 1327/E-112, Public Utilities Commission, San Francisco Municipal Railway, 7/1/80. (4)

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Lois Meacham, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 7/3/80. (1)

July 21, 1980: Over to the meeting of August 4, 1980.

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

James B. Riddle, 7249 Automotive Mechanic Supervisor I, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)

July 21, 1980: Over to the meeting of August 4, 1980.

Action: Over to the Part II calendar of August 18, 1980.

Louise Robinson, 9910 Public Service Trainee, CETA, Sheriff's Department, 7/11/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

Nellie J. Saunders, 2586 Health Worker II, 20/E-1, Department of Public Health, Community Mental Health Service, 4/8/80. (3)

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

July 21, 1980: Over to the meeting of August 4, 1980.

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

Nan V. Walker, 2320 Registered Nurse, 1/E-548, Department of Public Health, San Francisco General Hospital/Medical Center, 5/16/80. (6)

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

William Wasley, Q-2 Police Officer, 83/E-34, San Francisco Police Department, 1/24/79. (6)

February 20, 1979: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of August 4, 1980.

Action: Over to October 6, 1980.

John Woods, 1424 Clerk Typist, 3/E-8, Department of Public Health, District Health Center #2, 7/18/80. (4)

Action: Return name to list.

Caran Wyland, 8454 Criminal Justice Specialist III, LT, District Attorney's Office, 7/18/80. (1)

Action: Over to the 1:00 P.M. meeting of August 18, 1980.

The Civil Service Commission adjourned its meeting of August 4, 1980 in memory of James Haile, brother of Commissioner Allen Haile.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

STANDING COMMITTEE ON AFFIRMATIVE ACTION

COMMITTEE MEETING

JULY 28, 1980

4:00 P.M.

Room 52-A City Hall
(Basement)

Present: Commissioner Lee
Commissioner Texidor del Portillo
Excused: Commissioner Salomon
Commissioner Lee presided.

MINUTES: Meeting of March 11, 1980.

June 24, 1980: Over to the meeting of July 22, 1980.

July 22, 1980: Over to the meeting of July 28, 1980.

Action: Approve.

MINUTES: Meeting of June 24, 1980.

July 22, 1980: Over to the meeting of July 28, 1980.

Action: Approve.

SCAA 6-80 Consideration of allegation of discrimination and complaint brought against certain Employees.

June 24, 1980: Over to the meeting of July 28, 1980.

Action: (In Executive Session)

1. Staff report and recommendation approved.
2. Forward to the full Commission with a recommendation that it approve staff's recommendation to refer this matter to the Public Utilities Commission for appropriate administrative action.
3. Recommend further that the Commission require a written report of action taken by the Public Utilities Commission within 30-days of the date the Civil Service Commission acts.
4. Recommend that the Civil Service Commission retain jurisdiction over this matter.

SPECIAL ORDER OF BUSINESS:

Refer complaint of retaliatory action taken against employee who filed an allegation of discrimination with the Commission to the full Commission for hearing. Subpoena three employees of the Public Utilities Commission. To be held in Executive Session.

SCAA 7-80 Hearing to consider formulation of City-wide policy concerning use of a language other than English by an employee during the course of performance of duties.

July 22, 1980: Over to the meeting of July 28, 1980.

Action: Calendar before full Commission a proposed amendment to Civil Service Commission Rule 1, Section 1.03a, with a recommendation to post.

Calenda - 11/1/80
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 18, 1980

PART I - 1:00 P.M.

DOCUMENTS DEPT.

11/1/80

Present: Commissioner Haile
Commissioner Lee (Excused for Item 1, 2, 3 and 4)
Commissioner Powell (Excused for Item 1, 2, 3 and 4)
Commissioner Salomon (Excused for 21*, 22, 23, 24,
and all of Part II)
Commissioner Texidor Del Portillo
Commissioner Haile presided

MINUTES: Regular Meeting of August 4, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

216-80 City Attorney opinion regarding "Formula" approach for fixing compensation for Craft Classifications.

June 16, 1980: Off calendar for further study.

Action: Commissioner Salomon appointed a Committee of One to consult with City Attorney and report to Commission at the meeting of September 8, 1980.

269-80 Review of requests for approval of Proposed Personal Services Contracts.

July 21, 1980:

1. Contract Number 25 over to the meeting of August 4, 1980.
2. Sever Contract Numbers 30, 31 and 32. Off calendar.
3. Approve all others. Notify the offices of the Controller and the Purchaser.
4. The Department of Public Health instructed to develop a plan to transition the function currently being performed under the contract with American Management Services (#24) to Civil Service positions.

August 4, 1980:

1. Contract Number 25 between ARA Management Service and Department of Public Health-Laguna Honda Hospital. Approve. Notify the offices of the Controller and the Purchaser. The Commission stipulated it will not approve extension of this contract beyond two (2) years.
2. Recalendar Contracts 30, 31 and 32 on August 18, 1980.

Action: Off calendar pending completion of classification study.

*Present for the appeal of Wendell Lee only.

CLASSIFICATION AND PAY: (cont)

1321-80 Review of requests for approval of Proposed Personal Services Contracts.

- Action:
1. Contracts Numbers 116 and 121 over to the meeting of September 8, 1980.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.

1324-80 Request for internal adjustment for Classes 8134 Confidential Crime Reporter and 8136 Senior Confidential Crime Reporter.

- Action:
- Staff to consult with City Attorney to request informal opinion and report at the meeting of September 8, 1980.

1338-80 Survey of one vacant 1446 Senior Clerk Stenographer position, Board of Permit Appeals.

- Action:
- Adopt staff report.
1. Reclassify one vacant 1446 Senior Clerk Stenographer position to Class 1458 Legal Stenographer.
 2. Amend the Annual Salary Ordinance accordingly.
 3. Advise the department to submit a supplemental appropriation.

1340-80 Request to fill three positions in the Controller's Systems and Data Processing in accordance with Charter Section 8.300 (a) (5).

- Action:
- Authorize the following appointments:
1. Mr. Jerry Evans, 1879 Project Manager, Special Project, Step 4.
 2. Mr. James Quinn, 1863 Senior Systems and Procedures Analyst, Special Project, Step 5.
 3. Mr. Ronald Hass, 1863 Senior Systems and Procedures Analyst, Special Project, Step 3.

IN-SERVICE ACTIVITIES:

2073-80 Discussion of proposed policy on Limited Tenure and non-Civil Service appointments.

- January 29, 1980:
- Standing Committee on Affirmative Action.
1. Recommend to the full Commission that Department Heads should be required to sign a statement that they have read and understood the Compliance Agreement with the Office of Revenue Sharing.
 2. Refer proposed policy as amended to the full Commission with a recommendation to adopt.
 3. Calendar for discussion before the full Commission in 6 months a proposal to restrict temporary non-Civil Service or Limited Tenure employment to a maximum of 130-working days.

IN-SERVICE ACTIVITIES: (cont)

- 2073-80 February 4, 1980: Adopt proposed policy as amended.
(CONT)
August 4, 1980: Over to the meeting of August 18, 1980.
Action: Over to the meeting of September 8, 1980.
- 2338-80 From the Human Rights Commission: Proposed policy on the use of slurs
by City Officials and Employees.
June 16, 1980: Refer to Standing Committee on Affirmative
Action. (Civil Service Commission)
June 24, 1980: Recommend to the full Commission that the
policy be adopted following editing and
clarification of the language. Refer to
the Chair for this purpose. (Standing
Committee on Affirmative Action).
August 4, 1980: Over to the meeting of August 18, 1980 due to
2 to 2 vote. (Commissioners Salomon and Powell
dissenting).
Action: Adopt proposed policy as recommended by the Standing Committee
on Affirmative Action.
- 2373-80 Appointment above the entrance rate for Ronald Albers.
Action: Approve appointment of Ronald Albers in Class 8174 Attorney
Office of the Public Defender at Step 3 in the compensation
schedule established for Class 8174 Attorney, pending the
Controller's certification that funds are available.
- 2374-80 Appointment above the entrance rate for Melody Fujimori.
Action: Approve appointment of Melody Fujimori in Class 8176 Trial
Attorney, Office of the Public Defender at Step 5 in the
compensation schedule established for Class 8176 Trial Attorney,
pending the Controller's certification that funds are available.
- 2376-80 Appointment above the entrance rate for Michael Burt.
Action: Approve appointment of Michael Burt in Class 8176 Trial
Attorney, Office of the Public Defender at Step 3 in the
compensation schedule established for Class 8176 Trial Attorney,
pending the Controller's certification that funds are available.
- 2406-80 Appointment above the entrance rate for Cindy Wong.
Action: Approve appointment of Cindy Wong in Class 2471 Water Quality
Chemist, San Francisco Water Department at Step 5 in the com-
pensation schedule established for Class 2471 Water Quality
Chemist, pending the Controller's certification that funds are
available.

IN-SERVICE ACTIVITIES: (cont)

2462-80 Consideration of complaint of retaliatory action taken against an employee who filed an allegation of discrimination with the Civil Service Commission.

July 28, 1980: (Standing Committee on Affirmative Action):
Calendar before the full Commission for hearing.
Subpoena three employees of the Public Utilities
Commission. To be heard in Executive Session.

August 4, 1980: (In Executive Session): Continued to meeting of
August 18, 1980.

Action: Off calendar.

2479-80 Appointment above the entrance rate for Donald Chemelik.

Action: Approve appointment of Donald Chemelik in Class 2471 Water Quality
Chemist, San Francisco Water Department at Step 5 in the compensation
schedule established for Class 2471 Water Quality Chemist, pending
the Controller's certification that funds are available.

2480-80 Appointment above the entrance rate for Ronald L. Stone.

Action: Approve appointment of Ronald L. Stone in Class 9388 Chief Bureau
of Maritime Activities, Port of San Francisco at Step 5 in the
compensation schedule established for Class 9388 Chief Bureau of
Maritime Activities, pending the Controller's certification that
funds are available.

2493-80 Approve appointment in Class 2586 Health Worker II.

Action: Adopt staff report; Approve appointment of Juan Merjil in
Class 2586 Health Worker II, Department of Public Health,
San Francisco General Hospital/Medical Center.

MISCELLANEOUS:

3025-80 Request from the Department of Social Services to back-date requisition.

P-7353 1658 Chief Accountant July 8, 1980.

Action: Approve as recommended by Committee.

3026-80 From the heads of various departments requesting authorization to make
non-Civil Service appointments.

Oral Authorization Numbers:	0036-0075	0903
	1115-1146	2015-2020
	2666-2672	3418-3517
	5451-5487	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40095-80 Appeals of medical examination rejection for Q-2 Police Officer.
- June 16, 1980: Over to the meeting of July 7, 1980.
- July 7, 1980: Over to the recessed meeting of July 14, 1980.
- July 14, 1980: 1. Appeal of Wendell Lee over to the first meeting when a full Commission is present.
2. Appeal of Wanda Blake over to the next meeting when the Police Surgeon can attend.
3. Appeal of Rhonda Olmsted over to the meeting of August 18, 1980 or the first meeting after that date when the Police Surgeon can attend.
- Action: 1. Deny appeal of Wendell Lee. Sustain medical disqualification.
2. Appeal of Wanda Blake over to the meeting of September 8, 1980.
3. Deny appeal of Rhonda Olmsted. Sustain medical disqualification.
- 40130-80 Class 8304 Deputy Sheriff - Special Report (Donald R. Jones).
- July 21, 1980: Over to the meeting of August 4, 1980.
- August 4, 1980: Over to the meeting of August 18, 1980.
- Action: Uphold decision of the Sheriff's Department.
- 40132-80 Request for reconsideration of staff denial of protest regarding the qualifying written examination for Class 2246 Assistant Director of Clinical Services I, Children's Services, Bilingual, Spanish and English.
- Action: Deny request for reconsideration. Dr. Morales did not address himself to the specific points covered by the two panels of raters, and no evidence was presented that indicates a lack of job relatedness or a lack of consistency in the evaluation of the material presented.
- 40162-80 Appeal of staff action on protests of key answers in the Personnel Series examinations.
- Action: Question #106: Allow #1: Question #259: Eliminate.

RECRUITMENT AND EXAMINATIONS:

40095-80 Appeals of medical examination rejection for Q-2 Police Officer.

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: 1. Appeal of Wendell Lee over to the first meeting when a full Commission is present.
2. Appeal of Wanda Blake over to the next meeting when the Police Surgeon can attend.
3. Appeal of Rhonda Olmsted over to the meeting of August 18, 1980 or the first meeting after that date when the Police Surgeon can attend.

Action: 1. Deny appeal of Wendell Lee. Sustain medical disqualification.
2. Appeal of Wanda Blake over to the meeting of September 8, 1980.
3. Deny appeal of Rhonda Olmsted. Sustain medical disqualification.

40130-80 Class 8304 Deputy Sheriff - Special Report (Donald R. Jones).

July 21, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the meeting of August 18, 1980.

Action: Uphold decision of the Sheriff's Department.

40132-80 Request for reconsideration of staff denial of protest regarding the qualifying written examination for Class 2246 Assistant Director of Clinical Services I, Children's Services, Bilingual, Spanish and English.

Action: Deny request for reconsideration. Dr. Morales did not address himself to the specific points covered by the two panels of raters, and no evidence was presented that indicates a lack of job relatedness or a lack of consistency in the evaluation of the material presented.

40162-80 Appeal of staff action on protests of key answers in the Personnel Series examinations.

Action: Question #106: Allow #1: Question #259: Eliminate.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 18, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Anthony S. Ambra, 7376 Sheetmetal Worker, 7/E-3, Department of Public Works, 7/21/80. (4)

Action: Over to the meeting of October 6, 1980.

Charles A. Baldwin, 8207 Building & Grounds Patrol/Officer, CETA, San Francisco Police Department, 7/11/80. (1)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Zenaida D. Bordalo, 1632 Senior Account Clerk, 36/P-7, Purchasing Department, 6/23/80. (6)

Action: Approve. Future employment requires the approval of the General Manager, Personnel.

Anastacia R. Cachola, 2320 Registered Nurse, 9/E-334, Department of Public Health, San Francisco General Hospital/Medical Center, 5/16/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Michael Cavness, 1833 Tape Librarian, CETA, Controller-EDP, 7/11/80. (1)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Approve. Refer to Mayor's Office of Employment and Training. Not to be employed again by the Office of the Controller.

Claudette Cosey, 1430 Transcriber Typist, 138/E-204, Public Utilities Commission, San Francisco Municipal Railway, 7/15/80. (1)

August 4, 1980: Over to the Part II Calendar of August 18, 1980.

Action: Approve. Reinstate to permanent position in Class 1424 Clerk Typist, Public Utilities Commission.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (3)

June 16, 1980: Over to the meeting of July 7, 1980.
July 7, 1980: Over to the recessed meeting of July 14, 1980.
July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the Public Utilities Commission.

Action: Over to the meeting of September 8, 1980.

Arthur Lee Demonbreum, 9131 Station Agent, 42/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 5/15/80. (4)

June 2, 1980: Over to the meeting of June 16, 1980.
June 16, 1980: Over to the meeting of July 7, 1980.
July 7, 1980: Over to the recessed meeting of July 14, 1980.
July 14, 1980: Over to the meeting of July 21, 1980.
July 21, 1980: Over to the meeting of August 4, 1980.
August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Return name to list.

Jody Grier, 2302 Orderly, 51/E-301, Department of Public Health, San Francisco General Hospital/Medical Center, 5/21/80. (6)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Approve. Cancel all current examination and eligibiltiy status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Darryl M. Hall, Q-2 Police Officer, 172/E-91, San Francisco Police Department, 6/25/80. (Determination of future employability only) (4)

Action: Retains current eligibility status. Future applications requires the approval of the General Manager, Personnel.

Reconsideration of Civil Service Commission action of July 14, 1980. (Recalendared by Assistant Secretary due to alleged improper notification):

Eugene V. Hood, 8207 Building & Grounds Patrol/Officer, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/20/80. (1)

June 16, 1980: Over to the meeting of July 7, 1980.
July 7, 1980: Over to the recessed meeting of July 14, 1980.
July 14, 1980: Over to the meeting of August 4, 1980.
August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Approve. Refer to Mayor's Office of Employment and Training for other employment under CETA. Not to be employed again by the Public Utilities Commission.

Greg Jones, 9163 Transit Operator, 1327/E-112, Public Utilities Commission, San Francisco Municipal Railway, 7/1/80 (4)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lois Meacham, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 7/3/80. (1)

July 21, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Over to the meeting of September 8, 1980.

Felton Parker, 9910 Public Service Trainee, CETA, Department of Public Works, 6/27/80. (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

James B. Riddle, 7249 Automotive Mechanic Supervisor I, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)

July 21, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the Part II Calendar of August 18, 1980.

Action: Disapprove. Reinstate to position without back pay.

John E. Rucker, 9163 Transit Operator, 38/95, Public Utilities Commission, San Francisco Municipal Railway, 7/25/80. (7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

Nellie J. Saunders, 2586 Health Worker II, 20/E-1, Department of Public Health, Community Mental Health Services, 4/8/80. (3)

July 7, 1980: Over to the meeting of July 14, 1980.

July 14, 1980: Over to the meeting of July 21, 1980.

July 21, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Deny appeal. Approve Automatic Resignation. Return name to list.

Nan V. Walker, 2320 Registered Nurse, 1/E-548, Department of Public Health,
San Francisco General Hospital/Medical Center, 5/16/80. (6)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

James Wallace, 7410 Automotive Service Worker, LT, Public Utilities Commission,
San Francisco Municipal Railway, 7/25/80. (1)

Action: Approve. Not to be employed again by the Public Utilities Commission. Refer to staff for possible employment.

Patricia A. Wright, 1426 Senior Clerk Typist, 28/E-84, District Attorney
Office/Family Support Bureau, 7/1/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the District Attorney's Office.

Caran Wyland, 8454 Criminal Justice Specialist III, LT, District Attorney's
Office, 7/18/80. (1)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Over to the meeting of September 8, 1980.

Nan V. Walker, 2320 Registered Nurse, 1/E-548, Department of Public Health, San Francisco General Hospital/Medical Center, 5/16/80. (6)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

James Wallace, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 7/25/80. (1)

Action: Approve. Not to be employed again by the Public Utilities Commission. Refer to staff for possible employment.

Patricia A. Wright, 1426 Senior Clerk Typist, 28/E-84, District Attorney Office/Family Support Bureau, 7/1/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the District Attorney's Office.

Caran Wyland, 8454 Criminal Justice Specialist III, LT, District Attorney's Office, 7/18/80. (1)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

Action: Over to the meeting of September 8, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 8, 1980

PART I - 2:00 P.M.

DOCUMENTS DEPT.

SEP 16 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Haile (Excused for all of Part II)
Commissioner Lee
Commissioner Powell (Excused for Items 11, 13, 14, 15, 16 and 17)
Commissioner Salomon
Commissioner Texidor Del Portillo
Commissioner Haile presided

MINUTES: Regular Meeting of August 18, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

1216-80 City Attorney opinion regarding "Formula" approach for fixing compensation for Craft Classifications. (Item No. 5)

June 16, 1980: Off calendar for further study.

August 18, 1980: Commissioner Salomon appointed a Committee of One to consult with City Attorney and report to Commission at the meeting of September 8, 1980.

Action: Over to the meeting of September 22, 1980.

1321-80 Review of requests for approval of Proposed Personal Services Contracts. (Item No. 6)

August 18, 1980: 1. Contracts Numbers 116 and 121 over to the meeting of September 8, 1980.

2. Approve all others. Notify the offices of the Controller and the Purchaser.

Action: 1. Contract Number 121 over to the meeting of September 22, 1980.
2. Approve Contract Number 116. Notify the offices of the Controller and the Purchaser. All relevant parties to be informed that the Commission would be reluctant to approve this contract in its present form in the future. The Commission endorses an increase in programs of this type in the San Francisco Public Schools and asked that all relevant parties be so informed.

1324-80 Request for internal adjustment for Classes 8134 Confidential Crime Reporter and 8136 Senior Confidential Crime Reporter. (Item No. 7)

August 18, 1980: Staff to consult with City Attorney to request informal opinion and report at the meeting of September 8, 1980.

Action: Adopt staff report. Deny request. (Vote of 3 to 2: Commissioners Powell and Lee dissenting).

CLASSIFICATION AND PAY: (cont)

- 1341-80 Request for approval of Personal Services Contract between the Port of San Francisco and Ronald Stone. (Item No. 8)
Action: Off calendar.
- 1367-80 Survey of one vacant position in the San Francisco Police Department. (Item No. a)
Action: Adopt staff report.
1. Reclassify one vacant position in Class 8178 Senior Attorney (Sch. 52.1 \$1169B1414, 2543M3075) to Class 8176 Trial Attorney (Sch. 48.6 \$989B1197, 2151M2603).
 2. Amend Annual Salary Ordinance Section 38/380000/01001 to reflect this action.
 3. Advise the department to submit a supplemental appropriation.
- The recommendation of this report, if adopted, will save approximately \$5,600 per annum at the fifth step.
- 1368-80 Review of requests for approval of Proposed Personal Services Contracts. (Item No. 9)
Action:
1. Contract Numbers 151 and 152 severed and placed off calendar.
 2. Approve all others. Notify the offices of the Controller and the Purchaser.
- 1370-80 Classification of new positions in the 1980-81 Budget. (Item No. b)
Action: Allocate new positions to recommended classifications; defer classification action on positions designated with symbol "SC".

IN-SERVICE ACTIVITIES:

- 2073-80 Discussion of proposed policy on Limited Tenure and non-Civil Service appointments. (Item No. 10)
January 29, 1980: Standing Committee on Affirmative Action.
1. Recommend to the full Commission that Department Heads should be required to sign a statement that they have read and understood the Compliance Agreement with the Office of Revenue Sharing.
 2. Refer proposed policy as amended to the full Commission with a recommendation to adopt.
 3. Calendar for discussion before the full Commission in 6 months a proposal to restrict temporary non-Civil Service or Limited Tenure employment to a maximum of 130-working days.
- February 4, 1980: Adopt proposed policy as amended. (Civil Service Commission).
- August 4, 1980: Over to the meeting of August 18, 1980.
- August 18, 1980: Over to the meeting of September 8, 1980.
- Action: Off calendar.

IN-SERVICE ACTIVITIES: (cont)

2460-80 Proposed Amendment to Civil Service Commission Rule 1, Section 1.03A. (Item No. g)

August 4, 1980: Post.

Action: Adopt.

2517-80 Requests for approval of appointments above the entrance rate for employees in Class 7326 Glazier. (Item No. c)

Action: Adopt staff report. Approve appointments at Step 5 of the compensation schedule for new permanent appointees and Step 5 adjustments for current permanent employees in Class 7326 Glazier, effective as of the adoption date of this report, pending the Controller's certification that funds are available.

2530-80 Appointment of Catherine Smallwood to Class 1844 Senior Management Assistant. (Item No. d)

Action: Off calendar.

2531-80 Requests for appointments above the entrance rate for various employees. (Item No. h)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Gene Culver 8304 Deputy Sheriff	Sheriff	4
Estella W. Dooley 8182 Head Attorney	Public Defender	5
Melody Fujimori 8178 Senior Attorney	Public Defender	2
Ramon Mitra 8158 Family Support Investigator II	District Attorney	5
James Ryan 1444 Clerk Stenographer	Public Works	3
Jerry J. Tileston 2462 Microbiologist	Public Health	5
Evangeline Zamora 1446 Senior Clerk Stenographer	Public Health	5

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

2532-80 Request for Approval to Effect an Internal Transfer of Funds, Civil Service Commission. (Item No. f)

Action: Adopt staff report. Approve transfer of \$400.00 to purchase a slide projector for training programs.

2533-80 Request for Supplemental Appropriation, Fiscal Year 1980-81, for Fingerprint Processing Fees. (Item No. e)

Action: Approve; forward to the Office of the Mayor.

MISCELLANEOUS:

3027-80 Request from the Department of Social Services to back-date requisition. (Item No. i)
P-7347 2907 Eligibility Worker Supervisor July 1, 1980
Action: Approve as recommended by Committee.

3028-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Item No. j)

Oral Authorization Numbers:	0076-0188	2673
	0904	3518-3733
	1147-1168	5488-5567
	2021	9093-9098

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40095-80 Appeals of medical examination rejections for Class Q-2 Police Officer. (Item No. 1)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980:

1. Appeal of Wendell Lee over to the first meeting when a full Commission is present.
2. Appeal of Wanda Blake over to the next meeting when the Police Surgeon can attend.
3. Appeal of Rhonda Olmsted over to the meeting of August 18, 1980 or the first meeting after that date when the Police Surgeon can attend.

August 18, 1980:

1. Deny appeal of Wendell Lee. Sustain medical disqualification.
2. Appeal of Wanda Blake over to the meeting of September 8, 1980.
3. Deny appeal of Rhonda Olmsted. Sustain medical disqualification.

Action:

1. Rescind action of August 18, 1980 regarding Wendell Lee due to administrative error outlined in staff report. Recalendar on October 6, 1980.
2. Sustain medical disqualification of Wanda Blake.

40133-80 Class 8304 Deputy Sheriff - Special Report. (Dennis Pustelnik) (Item No. 2)

Action: Over to the meeting of October 6, 1980.

40157-80 Request for reconsideration of staff's denial of the protest regarding the Supplemental Application for Class 2248 Assistant Director of Clinical Services II, Community Mental Health Services. (Item No. 3)

Action: Over to the meeting of September 22, 1980.

40165-80 Appeal of staff's denial regarding examination announcement for Class 1128 Registrar of Voters/Recorder. (Item No. 4)

Action: Deny protest of Terrance Ryan. Proceed with examination as scheduled. (Vote of 4 to 1: Commissioner Powell dissents)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 8, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Anthony T. Allen, 2905 Senior Eligibility Worker, 104/CPE-1, Department of Social Services, 8/1/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

William Bowden, 8207 Building and Grounds Patrol Officer, 88/E-3, San Francisco Community College District, 8/7/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. No future employment in the security series of classes. Not to be employed again by the San Francisco Community College District.

Joseph Daggs, 2708 Custodian, LT, Airports Commission, 8/22/80. (1)

Action: Over to the meeting of September 22, 1980.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

August 18, 1980: Over to the meeting of September 8, 1980.

Action: Over to the meeting of September 22, 1980.

Dorothy J. Dewitt, 2320 Registered Nurse, 4/E-558, Department of Public Health, San Francisco General Hospital/Medical Center, 8/22/80. (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Peter G. Edwards, 9163 Transit Operator, 1308/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/1/80. (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Alfred Frendo, 7382 Automotive Mechanic Assistant Supervisor, V17/E-5, Public Utilities Commission, San Francisco Municipal Railway, 8/8/80. (1)

Action: Approve. Reinstate to permanent position.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)

Action: Over to the meeting of September 22, 1980.

Ellis E. Lewis, 9163 Transit Operator, 108/E-109, Public Utilities Commission, San Francisco Municipal Railway, 8/12/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lois Meacham, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 7/3/80. (1)

July 21, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

August 18, 1980: Over to the meeting of September 8, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Joan Potter, 9910 Public Service Trainee, CETA, Art Commission, 8/20/80. (1)

Action: Over to the meeting of September 22, 1980.

Reconsideration of Civil Service Commission action of May 19, 1980. Commissioners Powell, Salomon and Texidor delPortillo)

Donald R. Jones, 9910 Muni Transit Security Officer, CETA, San Francisco Police Department, 4/28/80. (1)

May 19, 1980: Disapprove. Reinstate to a position without back-pay.

Action: Over to the meeting of September 22, 1980.

Dorothy J. Dewitt, 2320 Registered Nurse, 4/E-558, Department of Public Health, San Francisco General Hospital/Medical Center, 8/22/80. (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Peter G. Edwards, 9163 Transit Operator, 1308/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/1/80. (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Alfred Frendo, 7382 Automotive Mechanic Assistant Supervisor, V17/E-5, Public Utilities Commission, San Francisco Municipal Railway, 8/8/80. (1)

Action: Approve. Reinstate to permanent position.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)

Action: Over to the meeting of September 22, 1980.

Ellis E. Lewis, 9163 Transit Operator, 108/E-109, Public Utilities Commission, San Francisco Municipal Railway, 8/12/80. (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Lois Meacham, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 7/3/80. (1)

July 21, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

August 18, 1980: Over to the meeting of September 8, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Joan Potter, 9910 Public Service Trainee, CETA, Art Commission, 8/20/80. (1)

Action: Over to the meeting of September 22, 1980.

Reconsideration of Civil Service Commission action of May 19, 1980. Commissioners Powell, Salomon and Texidor delPortillo)
Donald R. Jones, 9910 Muni Transit Security Officer, CETA, San Francisco Police Department, 4/28/80. (1)

May 19, 1980: Disapprove. Reinstate to a position without back-pay.

Action: Over to the meeting of September 22, 1980.

Myron J. Solorzano, 3610 Library Assistant, CETA, San Francisco Public Library, 7/1/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Public Library.

Rosalyn Todd, 1402 Junior Clerk Trainee, CETA, San Francisco Police Department, 8/1/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Caran Wyland, 8454 Criminal Justice Specialist II, LT, District Attorney's Office, 7/18/80. (1)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

August 18, 1980: Over to the meeting of September 8, 1980.

Action: Over to the meeting of September 22, 1980.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Darrell J. Salomon
Allen Haile, Ph.D.
Louis Hop Lee
Genevieve Powell
Carlota Texidor del Portillo

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

September 15, 1980

3:00 P.M.

Room 282

City Hall

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo
Excused: Commissioner Salomon
Commissioner Haile presided

IN-SERVICE ACTIVITIES:

2559-80 Public Hearing on the Civil Service and related provisions of the proposed revised City and County Charter.

Action: Staff to draft a report for October 6, 1980 meeting comparing and contrasting current Civil Service personnel system with that proposed under revised City and County Charter.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 22, 1980

PART I - 1:00 P.M.

Present: Commissioner Lee
Commissioner Salomon
Commissioner Tedidor Del Portillo
Excused: Commissioner Haile
Commissioner Powell
Commissioner Lee presided

DOCUMENTS DEPT.

OCT 1980

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MINUTES: Regular Meeting of September 8, 1980.

Action: Approve.

SPECIAL ORDER OF BUSINESS:

259-80 Review of extensions of Limited Tenure Appointments of twelve or more months duration as of June 30, 1980.. (Civil Service Commission Rule 19, Section 19.07).

- May 5, 1980:
1. Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1980.
 2. Authorize the General Manager, Personnel to approve extension of Limited Tenure appointments of less than 12-months duration until September 30, 1980.

Action: Over to the meeting of October 6, 1980. All Limited Tenure appointments of 12-months duration or longer on June 30, 1980 extended until October 6, 1980.

CLASSIFICATION AND PAY:

216-80 City Attorney opinion "Formula" approach for fixing compensation for Craft Classifications.

June 16, 1980: Off calendar for further study.

August 18, 1980: Commissioner Salomon appointed a Committee of One to consult with City Attorney and report to Commission at the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Over to the meeting of October 6, 1980.

239-80 Classification of one position authorized in the 1980-81 Budget for the Municipal Railway, Public Utilities Commission.

Action: Adopt staff report.

1. Retitle and amend Class 7130 Power and Plant Superintendent to 7130 General Superintendent, Facilities Maintenance. This action results in no change in cost.
2. Allocate one newly budgeted position to the retitled amended Class 7130 General Superintendent, Facilities Maintenance (Sch. 53.9 \$1273B1543, 2769M3356).
3. Rights of Mr. Ray Protti, permanent incumbent in Class 7130, to continue in the retitled amended class.
4. Advise the department to submit a supplemental appropriation to reflect changes recommended in this report.
5. Amend Section 35/350000/31001/001 of the Annual Salary Ordinance accordingly.

CLASSIFICATION AND PAY: (cont)

1-80 Review of requests for approval of Proposed Personal Services Contracts.

September 8, 1980: Contract Number 121 over to the meeting of
September 22, 1980.

Action: Approve. Notify the offices of the Controller and
the Purchaser.

6-80 Survey of Class 4120 Executive Secretary, Board of Trustees and Assistant
Managing Director, War Memorial.

Action: Adopt staff report.

1. Retitle and amend Class Specification 4120 Executive Secretary, Board of Trustees and Assistant Managing Director, War Memorial to 4120 Assistant Managing Director, War Memorial Performing Arts Center.
2. Allocate one new position in the 1980-81 Budget Listed as A405 Deputy Director-Secretary, War Memorial (J,Z \$1336B1336) to the amended classification.
3. Retitle Class 4124 Director, Performing Arts Center and War Memorial to 4124 Managing Director, War Memorial Performing Arts Center.
4. Amend Section 46/01/00/01001 of the Annual Salary Ordinance accordingly.
5. Advise department to submit a supplemental appropriation in order to amend its budget.

9-80 Request to survey one position in Class 1458 Legal Stenographer at the San
Francisco Unified School District.

Action: Over to the meeting of October 6, 1980.

1-80 Request for retroactive supervisory differential adjustment for an employee
in Class 7233 Glazier Supervisor I, San Francisco Unified School District,
Fiscal Year 1978-79.

Action: Adopt staff report. Approve retroactive supervisory differential
adjustment for Clifford Van Iderstine, 7233 Glazier Supervisor I,
for the period December 1, 1978 through June 30, 1979. Advise the
San Francisco Unified School District to amend their Annual Salary
Resolution accordingly.

6-80 Amendment of specifications for Class 2526 Ambulance Driver and 2528 Medical
Steward, Department of Public Health, Emergency Medical Services.

Action: Adopt staff report. Amend specification for Class 2526 Ambulance
Driver and Class 2528 Medical Steward.

7-80 Establishment of an Apprenticeship Class for Journeylevel Class 7332 Maintenance
Machinist.

Action: Adopt staff report.

1. Establish Class 7332A Apprentice Maintenance Machinist.
2. Adopt pay rates as indicated in the report.
3. Amend the Annual Salary Ordinance, Municipal Railway section,
to establish the classification and rate of pay, with no number
or positions shown.

CLASSIFICATION AND PAY: (cont)

1378-80

Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by "Z" Symbol.

<u>DEPARTMENT</u>	<u>NAME AND CLASS</u>	<u>ANNUAL SALARY</u>	<u>O.T. PAID 1978-79</u>	<u>O.T. PAID 1979-80</u>	<u>PERIOD REQUESTED</u>
S.F. Unified School District	Auyang, Roderick 1270 Departmental Personnel Officer	\$22,516	\$3,789	\$1,479	1980-81
S.F. Unified School District	Barger, Sandra 1242 Personnel Analyst	\$18,460	\$1,867	\$ 60	1980-81
PUC-Bureau of Finance	Animo, Alma 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Barrozo, Costancia 1650 Accountant	\$15,634	0	0	1980-81
PUC-Bureau of Finance	Braganza, Narcisa 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Daliva, Rodolfo 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Lee, Barbara 1650 Accountant	\$15,634	0	0	1980-81
PUC-Bureau of Finance	Maglicmot, Jose 1650 Accountant	\$16,391	0	0	1980-81
PUC-Bureau of Finance	Pelayo, Delfina 1650 Accountant	\$16,391	0	0	1980-81
PUC-Bureau of Finance	Soohoo, Philip F. 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Tiamson, Marcial 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Valderama, E. 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Young, Sylvia 1650 Accountant	\$17,174	0	0	1980-81
PUC-Bureau of Finance	Aguiao, Onesima B. 1652 Sr. Accountant	\$20,775	0	0	1980-81
PUC-Bureau of Finance	Coquia, Rosalinda 1652 Sr. Accountant	\$20,775	0	0	1980-81
PUC-Bureau of Finance	Fadrigala, Enrica 1652 Sr. Accountant	\$20,775	0	0	1980-81
PUC-Bureau of Finance	Manuel, Edgardo 1652 Sr. Accountant	\$20,775	0	0	1980-81
PUC-Bureau of Finance	Najarro, Adelarde 1652 Sr. Accountant	\$20,775	0	0	1980-81
PUC-Bureau of Finance	Tong, Tim 1652 Sr. Accountant	\$19,784	0	0	1980-81
PUC-Bureau of Finance	Valle, Eliezer 1652 Sr. Accountant	\$20,775	0	0	1980-81
PUC-Hetch Hetchy Project	Hope, John V. 7279 Powerhouse Electrician Supervisor II	\$32,755	0	\$1,750	1980-81
Real Estate	Cox, Francis 4130 Convention Facilities Assistant Manager	\$27,326	\$3,783	\$5,884	1980-81

Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated for the period indicated.

CLASSIFICATION AND PAY: (cont)

1382-80 Rescission of approval of Personal Services Contract Number 5-80.

Action: Off calendar pending receipt of City Attorney's opinion being requested by the Department of Social Services.

1384-80 Review of requests for approval of Proposed Personal Services Contracts.

Action: 1. Sever Contract Number 157. Off calendar.
2. Approve all others. Notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2461-80 Hearing on appeal of findings of investigation of allegation of discrimination filed by Filberto Moreno.

Action: Over to the meeting of October 6, 1980.

2530-80 Appointment of Catherine Smallwood to Class 1844 Senior Management Assistant.

September 8, 1980: Off calendar.

Action: Over to the meeting of October 6, 1980.

2561-80 Exception to order of lay-off in Class 2588 Health Worker IV, Department of Public Health.

Action: Approve request for exception based on specialty skills.

2564-80 Designated Bilingual Positions 1980-81.

Action: Over to the meeting of October 6, 1980. Approve extension of designated bilingual positions for Fiscal Year 1979-80 until October 6, 1980.

2570-80 Request for supplemental appropriation: Civil Service Commission Examination Program.

Action: Over to the meeting of October 6, 1980.

2571-80 Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury.

Action: Over to the meeting of October 6, 1980.

2572-80 Bilingual Assessment Analysis.

Action: Over to the meeting of October 6, 1980.

2573-80 Requests for appointments above the entrance rate for various employees.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Jean Black 1520 Confidential Secretary to the District Attorney	District Attorney	5
Maria Comaduran 1446 Senior Clerk Stenographer	S.F. Community College District	3
Noel Marcovecchio 8174 Civil Attorney	Public Defender	2
Frank Rodezno 8178 Senior Attorney	City Attorney	5
Phillip Stone 8178 Senior Attorney	City Attorney	5

2573-80 IN-SERVICE ACTIVITIES: (cont)
(CONT)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Erdulfo Valerio 1720 Data Entry Operator	Public Works	5
Action:	Approve appointments at the step indicated pending the Controller's certification that funds are available.	

2574-80 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence.

Action: Post for adoption at the meeting of October 6, 1980.

2575-80 Change in meeting time and proposed Civil Service Commission Rule change to Rule 4, Section 4.01.

Action: Post for adoption at the meeting of October 6, 1980.

2576-80 Status Report: Senior Management Service.

Action: Over to the meeting of October 6, 1980.

MISCELLANEOUS:

3029-80 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Oral Authorization Numbers:	0189-0284	1160-1181
	2674-2677	3734-3933
	5568-5607	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40037-80 Request from Jerome Pittman, H-2 Firefighter, 46.5/E-26 to back-date Seniority.

April 7, 1980:	Off calendar. Staff to consult with City Attorney concerning jurisdiction of the Civil Service Commission in this matter.
June 2, 1980:	Off calendar pending review and comment by City Attorney of additional information presented at the meeting and contained in the record which is to be transcribed and forwarded.
August 4, 1980:	Off calendar pending further study by City Attorney.

Action: Over to the meeting of October 20, 1980 for hearing.

40157-80 Request for reconsideration of staff's denial of the protest regarding the Supplemental Application for Class 2248 Assistant Director of Clinical Services II, Community Mental Health Services.

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Deny request of Edward I. Haupt III, Ph.D.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 22, 1980

PART II - 2:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Glen A. Banks, 9163 Transit Operator, 1534/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/28/80. (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Cynthia Baugh, 1442 Junior Clerk Stenographer, LT, San Francisco Police Department, 9/2/80. (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Brenda Brown, Q-2 Police Officer, 408/E-91, San Francisco Police Department, 7/31/80. (6)

Action: Approve.

Truman Cofield, 9163 Transit Operator, 375/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/19/80. (7)

Action: Over to the meeting of October 6, 1980.

Joseph Daggs, 2708 Custodian, LT, Airports Commission, 8/22/80. (1)

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (3)

June 16, 1980: Over to the meeting of July 7, 1980.
July 7, 1980: Over to the recessed meeting of July 14, 1980.
July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

August 18, 1980: Over to the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Over to the meeting of October 20, 1980. Mr. Demings to explore other job options open to him.

Charles Edwards, Jr., 9163 Transit Operator, 185/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/8/80. (7)

Action: Over to the meeting of October 20, 1980.

Daune Elias, 1404 Clerk, CETA, Public Health/Records & Statistics, Central Office, 8/27/80. (1)

Action: Approve.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Over to the meeting of October 6, 1980.

Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79. (1)

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Off calendar. Mr. Haynes or his attorney to notify Assistant Secretary when prepared to proceed.

Action: Over to the meeting of October 20, 1980. The Sheriff is requested to send a representative to present the reasons for the termination.

Jack A. Hirsch, 9110 Fare Collections Receiver, 8/E-181, Public Utilities Commission, San Francisco Municipal Railway, 8/25/80. (3)

Action: Grant appeal. Deny Automatic Resignation. Reinstate to position.

Reconsideration of Civil Service Commission action of May 19, 1980.
(Commissioners Powell, Salomon and Texidor del Portillo)
Donald R. Jones, 9910 Muni Transit Security Officer, CETA, San Francisco
Police Department, 4/28/80. (1)

May 19, 1980: Disapprove. Reinstate to a position without
back-pay.

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Off calendar.

Alfonza Lovelace, 9163 Transit Operator, V192/E-111, Public Utilities Commission,
San Francisco Municipal Railway, 8/20/80. (7)

Action: Off calendar pending rescheduling.

Samuel Martinez, 2585 Health Worker I, CETA, Public Health, San Francisco
General Hospital/Medical Center, 8/29/80. (1)

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Public Health.

Michael R. McFadden, 9163 Transit Operator, 1106/E-112, Public Utilities
Commission, San Francisco Municipal Railway, 8/26/80. (7)

Action: No future employment in a driving capacity with the Municipal
Railway.

Joan Potter, 9910 Public Service Trainee, CETA, Art Commission, 8/20/80. (1)

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Over to the meeting of October 20, 1980.

Robert J. Robinson, 9163 Transit Operator, 1357/E-112, Public Utilities Commission,
San Francisco Municipal Railway, 8/22/80. (4)

Action: Over to the meeting of October 6, 1980.

Suzanne Szemes, 9960 Assistant to Professional, CETA, City Planning,
8/27/80. (1)

Action: Over to the meeting of October 6, 1980.

Barry Weaver, 9210 Airport Policeman, V2/E-10, Airports Commission, 8/26/80 (6)

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Airports Commission.

Caran Wyland, 8454 Criminal Justice Specialist III, LT, District Attorney's Office, 7/18/80. (1)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

August 18, 1980: Over to the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

Action: Over to the meeting of October 6, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 6, 1980

PART I - 1:00 P.M.

DOCUMENTS DEPT.

OCT 14 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Salomon
Commissioner Texidor del Portillo
Excused: Commissioner Lee and Salomon excused for Approval of Minutes, Consent
Calendar and Items 1 and 2 of the Regular Calendar.

MINUTES: Regular Meeting of September 22, 1980

Action: Approve

CLASSIFICATION AND PAY:

1216-80 City Attorney opinion "Formula" approach for fixing compensation for
Craft Classifications. (Calendar Item No. 12)

June 16, 1980: Off calendar for further study.

August 18, 1980: Commissioner Salomon appointed a Committee of
One to consult with City Attorney and report
to Commission at the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Off calendar.

1275-80 Survey of one position authorized in the 1980-81 Budget for the Municipal
Railway, Public Utilities Commission. (Calendar Item No. A)

Action: Adopt staff report:

1. Allocate one budgeted position to the new Class 9185
Deputy General Manager, Equipment Maintenance, Municipal
Railway (J,Z Sch. 54.9 \$1336B1618, 2906M3519). This
action results in no change in cost.
2. Delete the following position as enumerated in the budget:
1-A400 Deputy General Manager, Equipment Maintenance
(J,SC \$1336B1618).
3. Amend the specification for Class 9183 Deputy General
Manager, Engineering and Maintenance, Municipal Railway.
4. Amend Annual Salary Ordinance Section 35/350000/31001/001
administratively to reflect this action.

1369-80 Request to survey one position in Class 1458 Legal Stenographer at the
San Francisco Unified School District. (Calendar Item No. 13)

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Off calendar.

CLASSIFICATION AND PAY: (cont)

1401-80 Classification of five newly budgeted (1980-81) positions at the San Francisco Community College District. (Calendar Item No. B)

Action: Adopt staff report:

1. Allocate five new positions as follows:
 - 1-1489 Technical Instructional Assistant, Business Learning Center (Sch. 33.8 \$494B594, 1074M1292).
 - 1-1869 Technical Instructional Assistant, Computer Service Manager (Sch. 41.9 \$721B870, 1568M1892).
 - 1-3537 Technical Instructional Assistant, Media Services Manager (Sch. 39.4 \$641B773, 1394M1681).
 - 1-1872 Programmer Analyst (Sch. 41.9 \$721B870, 1568M1892).
 - 1-3618 Library Technical Assistant II (Sch. 36.1 \$549B661, 1194M1438).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1403-80 Classification of six newly budgeted (1980-81) positions at the San Francisco Unified School District. (Calendar Item No. C)

Action: Adopt staff report:

1. Allocate six new positions as follows:
 - 1-7311 Cement Mason (Sch. 42.1 \$728B878, 1583M1910).
 - 1-7326 Glazier (Sch. 44.0 \$796B961, 1731M2090).
 - 1-7347 Plumber (Sch. 46.6 \$899B1088, 1955M2366).
 - 1-7361 Plasterer (Sch. 42.6 \$745B899, 1620M1955).
 - 1-7376 Sheetmetal Worker (Sch 44.5 \$814B984, 1770M2140).
 - 1-7514 General Laborer (Sch. 37.3 \$580B701, 1262M1523).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1404-80 Review of requests for approval of proposed Personal Services Contracts. (Calendar Item No. 14)

Action: Approve. Notify the offices of the Controller and the Purchaser.

1405-80 Classification of two new positions approved in the 1980-81 budget for the Public Utilities Commission. (Calendar Item No. D)

Action: Adopt staff report:

1. Allocate two new positions to Class 1426 Senior Clerk Typist (Sch. 32.5 \$465B560, 1011M1218) as requested.
2. Amend Salary Ordinance Section 40/01/00/08051 to remove the "SC" Symbol.

CLASSIFICATION AND PAY: (cont)

1406-80 Classification of new systems accounting positions authorized in the 1980-81 budget for the Office of the Controller. (Calendar Item No. E)

Action: Adopt staff report:

1. Adopt new class of 1655 Systems Accountant (Sch. 45.0 \$834B1008) and allocate six budgeted positions to this new class.
2. Adopt new classification of 1657 Senior Systems Accountant (Sch. 49.0 \$1008B1220) and allocate two budgeted positions to this new class.
3. Amend the Controller's Salary Ordinance Sections accordingly and advise the office of the Controller to submit a supplemental appropriation request.

No additional cost is involved since positions classified in this report are at the 1980-81 budgeted rates.

IN-SERVICE ACTIVITIES:

2259-80 Review of extensions of Limited Tenure Appointments of twelve or more months duration as of June 30, 1980. (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 2)

- May 5, 1980:
1. Approve extension of Limited Tenure appointments of 12-months duration or longer until September 30, 1980.
 2. Authorize the General Manager, Personnel to approve extension of Limited Tenure appointments of less than 12-months duration until September 30, 1980.

September 22, 1980: Over to the meeting of October 6, 1980. All Limited Tenure appointments of 12-months duration or longer on June 30, 1980 extended until October 6, 1980.

Action: Approve requests. Extend Limited Tenure appointments until June 30, 1981.

2461-80 Hearing on appeal of findings of investigation of allegation of discrimination filed by Fiberto Moreno. (Calendar Item No. 1)

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Over to the meeting of October 20, 1980.

2499-80 Appeal of staff's denial of request for assault pay. (Calendar Item No. 3)

Action: Deny staff report: Grant appeal of Julian M. Gunz.

2530-80 Appointment of Catherine Smallwood to Class 1844 Senior Management Assistant. (Calendar Item No. 4)

September 8, 1980: Off calendar.

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Over to the meeting of October 20, 1980.

IN-SERVICE ACTIVITIES: (cont)

- 2559-80 From the General Manager, Personnel: Draft of report comparing and contrasting existing Civil Service Personnel System with that proposed Under Revised City and County Charter. (Calendar Item No. 5)
- September 15, 1980: Staff to draft a report for October 6, 1980 meeting comparing and contrasting current Civil Service personnel system with that proposed under revised City and County Charter.
- Action: Accept report as submitted. Copies to be made available to interested parties.
- 2564-80 Designated Bilingual Positions 1980-81. (Calendar Item No. 6)
- September 22, 1980: Over to the meeting of October 6, 1980. Approve extension of designated bilingual positions for Fiscal Year 1979-80 until October 6, 1980.
- Action: Adopt staff report. (Vote of 4 to 1: Commissioner Salomon dissents).
- 2570-80 Request for supplemental appropriation: Civil Service Commission Examination Program. (Calendar Item No. 8)
- September 22, 1980: Over to the meeting of October 6, 1980.
- Action: Over to the meeting of October 20, 1980.
- 2571-80 Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury. (Calendar Item No. 9)
- September 22, 1980: Over to the meeting of October 6, 1980.
- Action: Over to the meeting of October 20, 1980.
- 2572-80 Bilingual Assessment Analysis. (Calendar Item No. 7)
- September 22, 1980: Over to the meeting of October 6, 1980.
- Action: Adopt staff report. (Vote of 4 to 1: Commissioner Salomon dissents).
- 2574-80 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence. (Calendar Item No. J)
- September 22, 1980: Post for adoption at the meeting of October 6, 1980.
- Action: Adopt.
- 2575-80 Change in meeting time and proposed Civil Service Commission Rule change to Rule 4, Section 4.01. (Calendar Item No. K)
- September 22, 1980: Post for adoption at the meeting of October 6, 1980
- Action: Adopt.
- 2576-80 Status Report: Senior Management Service. (Calendar Item No. 10)
- September 22, 1980: Over to the meeting of October 6, 1980.
- Action: Over to the meeting of October 20, 1980.

IN-SERVICE ACTIVITIES: (cont)

2622-80 Departmental Affirmative Action Plans of: Assessor's Office, Fire Department and Juvenile Court. (Calendar Item No. L)

Action: Adopt.

2623-80 Annual review of Memoranda of Understanding with the Airports Commission, Department of Public Health, Department of Social Services and the San Francisco Police Department authorizing the establishment of Decentralized Personnel Units in those departments. (Calendar Item No. 11)

Action: Over to the meeting of October 20, 1980.

2630-80 Request for approval of appointments above the entrance rate for appointees and employees in Class 2320 Registered Nurse at Laguna Honda Hospital. (Calendar Item No. F)

Action: Over to the meeting of October 20, 1980.

2633-80 Requests for appointments above the entrance rate for various employees. (Calendar Item No. G)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Edna J. Erfe 1474 Claims Process Clerk	Health Service System	5
Alan C. Leavitt 2895 Program Chief, Community Mental Health Services	Public Health	2
Jim Porter 6270 Residential Environmental Inspector	Public Works	5
Christopher Stewart 6270 Residential Environmental Inspector	Public Works	5

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

2641-80 Submission of a Resolution to the Board of Supervisors authorizing the application, acceptance and expenditure of Grant Funds to initiate an Assessment Center Program in association with the City of Los Angeles. (Calendar Item No. 11A)

Action: Approve. Forward to the Board of Supervisors.

MISCELLANEOUS:

3030-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. H)

Oral Authorization Numbers:	0285-0355	1182-2026
	2678-2682	3934-4098
	5608-5647	

Action: Approve.

3031-80 Request from various departments to back-date requisitions. (Calendar Item No. I)

F-00121	7/16/80	City Attorney	8183 Assistant Chief Attorney II
P-232	7/1/80 - 8/12/80	Registrar of Voters	1408 Principal Clerk

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 0095-80 Appeal of medical examination rejection for Class Q-2 Police Officer.
(Calendar Item No. 15)
June 16, 1980: Over to the meeting of July 7, 1980.
July 7, 1980: Over to the recessed meeting of July 14, 1980.
July 14, 1980: Appeal of Wendell Lee over to the first meeting
when a full Commission is present.
August 18, 1980: Deny appeal of Wendell Lee. Sustain medical
disqualification.
September 8, 1980: Rescind action of August 18, 1980 regarding
Wendell Lee due to administrative error out-
lined in staff report. Recalendar on October
6, 1980.
Action: Return name to list under waiver until medically cleared
following satisfactory completion of twelve months of
maintaining blood pressure without medication within the
standards required for Class Q-2 Police Officer. Progress
to be monitored on a monthly basis by the Police Surgeon.
- 0133-80 Class 8304 Deputy Sheriff - Special Report. (Dennis Pustelnik)
(Calendar Item No. 16)
September 8, 1980: Over to the meeting of October 6, 1980.
Action: Return name to list of eligibles under waiver until medically
cleared by medical specialist appointed under the procedures
detailed in Civil Service Commission Rule 15, Section 15.03
B2. Mr. Pustelnik to notify the Assistant Secretary when
prepared to proceed.
- 0174-80 Class 8304 Deputy Sheriff - Special Report. (Thelma Victoria-Williams)
(Calendar Item No. 17)
Action: Grant appeal. Find qualified as to background in this
examination for Class 8304 Deputy Sheriff. (Vote of 4 to
1: Commissioner Salomon dissents).
- 0179-80 Class 8304 Deputy Sheriff - Special Report. (Wilma M. Dickerson)
(Calendar Item No. 18)
Action: Over to the meeting of October 20, 1980.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 6, 1980

PART II - 2:00 P.M.

SEPARATION FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation-Services Unsatisfactory
7. Dismissal of Permanent Employee

Anthony S. Ambra, 7376 Sheetmetal Worker, 7/E-3, Department of Public Works, 7/21/80. (4) (Calendar Item No. 27)

August 18, 1980: Over to the meeting of October 6, 1980.

Action: Off calendar. Mr. Ambra to consult with the Assistant Secretary and the Senior Departmental Personnel Officer, Department of Public Works.

Truman Cofield, 9163 Transit Operator, 375/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/19/80. (7) (Calendar Item No. 31)

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Services.

Russell Cooper, 1404 Clerk, LT, San Francisco Police Department, 1/22/80. (1) (Calendar Item No. 24)

February 20, 1980: Over to the meeting of March 3, 1980.

March 3, 1980: Over to the meeting of March 17, 1980.

March 17, 1980: Over to the meeting of April 7, 1980.

April 7, 1980: Over to the meeting of May 19, 1980.

May 19, 1980: Off calendar pending review by San Francisco Police Department of Commission's request to rescind termination and accept resignation.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Gerald Dolan, 9998 Staff Aide Paralegal, CETA, City Attorney, 8/17/80.
(3) (Calendar Item No. 29)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the City Attorney.

Octavio Espinoza, 9110 Fare Collections Receiver, 29/E-17, Public Utilities Commission, San Francisco Municipal Railway, 9/3/80. (3)
(Calendar Item No. 30)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (1)
(Calendar Item No. 25)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Over to the meeting of October 20, 1980.

Carlton R. Lee, 1426 Senior Clerk Typist, LT, San Francisco Community College District, 8/22/80. (6) (Calendar Item No. 19)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Robert J. Robinson, 9163 Transit Operator, 1357/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/22/80. (4)
(Calendar Item No. 28)

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Return name to list. (Vote of 4 to 1: Commissioner Salomon dissents)

Anthony Spiteri, Q-2 Police Officer, 12/E-57, San Francisco Police Department, 9/15/80. (6) (Calendar Item No. 20)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Suzanne Szemes, 9960 Assistant to Professional, CETA, City Planning, 8/27/80. (1) (Calendar Item No. 26)

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Approve. Refer to Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA. Not to be employed again by the City Planning.

William Wasley, Q-2 Police Officer, 83/E-34, San Francisco Police Department, 1/24/79. (6) (Calendar Item No. 21)

February 20, 1979: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Over to the meeting of August 4, 1980.

August 4, 1980: Over to the meeting of October 6, 1980.

Action: 1. Rescind action of February 20, 1979.
2. Remand resignation to the Chief of Police for reconsideration of certification of services.

Charles Wilkins Jr., 9163 Transit Operator, 108/E-105, Public Utilities Commission, San Francisco Municipal Railway, 5/21/80. (6) (Calendar Item No. 22)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Caran Wyland, 8454 Criminal Justice Specialist III, LT, District Attorney's Office, 7/18/80. (1) (Calendar Item No. 23)

August 4, 1980: Over to the 1:00 P.M. meeting of August 18, 1980.

August 18, 1980: Over to the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

Action: Off calendar.

The Civil Service Commission adjourned its meeting in memory of Mr. Leonard Favale, father of Civil Service Commission staff member, Sandra Favale.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 20, 1980

PART I - 1:00 P.M.

DOCUMENTS DEPT.

OCT 27 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Haile
Texidor del Portillo
Commissioner Lee presided.

MINUTES: Regular Meeting of October 6, 1980.

Action: Approve.

CLASSIFICATION AND PAY:

1144-80 Classification of one position authorized in the 1980-81 budget for the San Francisco Airports Commission. (Item No. 9)

Action: Adopt staff report.

1. Adopt a new classification 9253 Director, Bureau of Community Affairs (J,Z Sch. 51.8 \$1152B1394); allocate one newly budgeted position to this new class. This action results in no change in cost.
2. Delete the following position listed in the budget: A309 Director, Bureau of Community Affairs (J,Sch 51.8 \$1152B1394).
3. Amend Section 27/270000/30499/001 of the Annual Salary Ordinance Administratively to reflect this action.
4. Advise the Airports Commission to amend their budget accordingly.

1212-80 Survey of Eligibility Worker positions in the Appeals Unit of the Department of Social Services. (Item No. 10)

June 2, 1980: Off calendar pending receipt of City Attorney's opinion concerning issue of status grant to current incumbents in Class 2905 Senior Eligibility Worker to the new class of 2911 Eligibility Appeals Specialist.

Action: Over to the meeting of November 17, 1980.

1413-80 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" Symbol. (Item No. 11)

DEPARTMENT	NAME AND CLASS	ANNUAL SALARY	O.T.PAID 1978-79	O.T.PAID 1979-80	PERIOD REQUESTED
Bureau of Building Inspection,DPW	Patel, Perveg 5218 Structural Engineer	\$38,367	\$ 46	\$ 881	1980-81
Bureau of Building Inspection,DPW	Chow, Edward 5208 Civil Engineer	\$34,870	0	0	1980-81
Bureau of Building Inspection,DPW	Pan, Mark 5208 Civil Engineer	\$34,870	\$ 499	\$1,452	1980-81

CLASSIFICATION AND PAY: (cont)

1413-80 (CONT)	<u>DEPARTMENT</u>	<u>NAME AND CLASS</u>	<u>ANNUAL SALARY</u>	<u>O.T.PAID 1978-79</u>	<u>O.T.PAID 1979-80</u>	<u>PERIOD REQUESTED</u>
	Bureau of Building Inspection,DPW	Fong, Ray H. 5208 Civil Engineer	\$34,870	\$ 208	\$2,486	1980-81
	Bureau of Building Inspection,DPW	Ramirez, Ralph 5208 Civil Engineer	\$34,870	\$ 3,048	\$2,141	1980-81
	Bureau of Building Inspection,DPW	Ramani, Hari 5208 Civil Engineer	\$33,225	0	\$ 222	1980-81
	Bureau of Building Inspection,DPW	Kaden, Theodore 5256 Mechanical Engineer	\$34,870	\$ 836	\$ 952	1980-81
	Bureau of Building Inspection,DPW	Chiu, K.K. 5206 Associate Civil Engineer	\$27,457	0	0	1980-81
	Bureau of Building Inspection,DPW	Hom, Daniel 5218 Structural Engineer	\$33,225	0	0	1980-81
	Bureau of Building Inspection,DPW	Fong, Harold 5210 Senior Civil Engineer	\$39,307	0	0	1980-81
	Bureau of Building Inspection,DPW	Corenevsky, Alec 6266 Senior Plan Checker	\$35,026	\$ 1,135	\$2,702	1980-81
	Bureau of Building Inspection,DPW	Hoover, Boyd 6266 Senior Plan Checker	\$35,026	\$ 1,820	\$1,770	1980-81
	Bureau of Building Inspection,DPW	Fong, Ray K. 6266 Senior Plan Checker	\$35,026	\$ 638	0	1980-81
	Bureau of Street Repairs,DPW	Curran, Francis 5171 Street Repair Assistant Superin- tendent	\$30,224	0	\$ 226	1980-81
	Airport Com- mission	Chommanard, A. 1650 Accountant	\$17,108	0	0	1980-81
	Airport Com- mission	Fritze, Ken 1650 Accountant	\$17,108	0	0	1980-81
	Airport Com- mission	Liu, Lily 1650 Accountant	\$17,108	0	0	1980-81
	Airport Com- mission	Matza, R. 1650 Accountant	\$17,108	\$ 1,657	\$ 978	1980-81
	Airport Com- mission	Ramirez, L. 1650 Accountant	\$17,108	0	0	1980-81
	Airport Com- mission	Basila, D. 1650 Accountant	\$14,196	0	0	1980-81
	Airport Com- mission	Ponti, A. 1650 Accountant	\$14,196	0	0	1980-81
	Airport Com- mission	Atienza, M. 1652 Sr. Accountant	\$20,696	\$ 1,573	0	1980-81
	Airport Com- mission	Hernandez, E. 1652 Sr. Accountant	\$20,696	\$ 1,419	\$ 518	1980-81

CLASSIFICATION AND PAY: (Cont)

1413-80 (Cont')	<u>DEPARTMENT</u>	<u>NAME AND CLASS</u>	<u>ANNUAL SALARY</u>	<u>O.T.PAID</u> <u>1978-79</u>	<u>O.T.PAID</u> <u>1979-80</u>	<u>PERIOD</u> <u>REQUESTED</u>
	Airport Com- mission	Ocampo, A. 1652 Sr. Accountant	\$20,696	0	0	1980-81
	Airport Com- mission	Sanchez, C. 1652 Sr. Accountant	\$20,696	0	\$ 187	1980-81
	Airport Com- mission	Tacata, L. 1652 Sr. Accountant	\$19,708	\$ 1,199	\$ 93	1980-81
	Airport Com- mission	Navarro, P. 1652 Sr. Accountant	\$18,824	\$ 2,306	0	1980-81
	Airport Com- mission	Obico, E. 1652 Sr. Accountant	\$18,824	\$ 1,174	0	1980-81
	Recreation and Park	Quevedo, Romeo 1650 Accountant	\$17,173	\$ 420	0	1980-81
	Recreation and Park	Reyes,Evangeline 1650 Accountant	\$17,173	\$ 460	0	1980-81
	Recreation and Park	Bocaling,Marcial 1650 Accountant	\$14,250	0	0	1980-81
	Recreation and Park	Pangilinan,Panfilo 1652 Sr. Accountant	\$18,896	0	\$ 870	1980-81
	S.F. Unified School District	Smith, Norman 1806 Sr.Statist- tician	\$23,064	\$ 312	\$ 472	1980-81
	S.F. Unified School District	Elsner, Nancy 1550 Executive Assistant,BOE	\$21,576	\$ 86	\$ 1,195	1980-81
	S.F. Community College District	Paz, Brigido 1842 Management Assistant	\$18,746	0	0	1980-81
	Controller	Baldo, Chris 1865 Systems & Procedures Supervisor,Special Project	\$26,308	0	0	1980-81
	Controller	Esquerra, Eva 1865 Systems & Procedures Supervisor,Special Project	\$25,548	\$ 3,395	\$ 1,325	1980-81
	Controller	Esquerra, Eva 1657 Sr. Systems Accountant	\$25,548	\$ 3,395	\$ 1,325	1980-81
	Controller	Woo, Fay 1863 Sr. Systems Procedure Analyst, Special Project	\$22,811	0	0	1980-81
	Controller	Brennan, Ray 1656 Head Accountant	\$30,354	0	0	1980-81
	Controller	De La Cruz,Mariano 1656 Head Accountant	\$30,354	0	0	1980-81
	Controller	Lee, Chester 1656 Head Accountant	\$30,354	0	0	1980-81

CLASSIFICATION AND PAY: (cont)

1413-80
(CONT')

<u>DEPARTMENT</u>	<u>NAME AND CLASS</u>	<u>ANNUAL SALARY</u>	<u>O.T.PAID</u> <u>1978-79</u>	<u>O.T.PAID</u> <u>1979-80</u>	<u>PERIOD</u> <u>REQUESTED</u>
Controller	Wee, John 1656 Head Accountant	\$30,354	0	0	1980-81
Controller	Acquino, Lito 1654 Principal Accountant	\$22,811	\$ 2,184	\$ 4,714	1980-81
Controller	Chan, Pearl 1657 Sr. Systems Accountant	\$25,998	0	0	1980-81
Controller	Chan, Pearl 1865 Systems & Procedures Supervisor, Special Project	\$25,998	0	0	1980-81
Controller	Gee, Paul 1654 Principal Accountant	\$25,082	0	0	1980-81
Controller	Huang, Vicky 1654 Principal Accountant	\$25,082	0	0	1980-81
Controller	Huang, Vicky 1655 Systems Accountant	\$25,947	0	0	1980-81
Controller	Thomas, Jean 1654 Principal Accountant	\$25,082	0	0	1980-81
Controller	Thomas, Jean 1655 Systems Accountant	\$25,947	0	0	1980-81
Controller	McGill, Ralph 1654 Principal Accountant	\$25,082	0	0	1980-81
Controller	Ow, Henry 1654 Principal Accountant	\$25,082	0	0	1980-81
Controller	Leung, Wing 1654 Principal Accountant	\$21,767	\$ 4,513	\$ 4,278	1980-81
Port of San Francisco	Luczo, Stephen 1865 Systems & Procedures Supervisor, Special Project	\$21,920	0	0	1980-81

Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated for the period indicated.

CLASSIFICATION AND PAY: (Cont)

1414-80 Classification of eleven new positions approved for the Office of the Public Defender. (Item No. a)

Action: Adopt staff report.

1. Allocate four new permanent positions and seven new temporary positions to Class 8174 Attorney Civil and Criminal (Sch. 45.1 \$838B1013, 1823M2203).
2. Amend Section 05/00/00/01001/001 and 020 of the Annual Salary Ordinance to reflect this action.

1415-80 Classification of one newly budgeted position at the Port of San Francisco. (Item No. b)

Action: Adopt staff report.

1. Allocate one new position authorized in the budget as 5284 Environmental Review Officer (Sch. 50.9 \$1104B1336, 2401M2906) to Class 5204 Assistant Civil Engineer (Sch. 44.4 \$810B979, 1762M2129).
2. Amend Annual Salary Ordinance Section 39/03/01/34001/001 accordingly.
3. Advise the department to submit a supplemental appropriation request.

Based on the maximum rate for each class, this action will result in a cost savings of \$777.00 per month or \$9,324.00 a year.

1416-80 Survey of one vacant position in Class 9330 Pile Worker at the Port of San Francisco. (Item No. 12)

Action: Adopt staff report.

1. Reclassify one vacant position in Class 9330 Pile Worker (Sch. 46.0 \$874B1057, 1901M2299) to Class 9332 Piledriver Supervisor I (Sch. 48.0 \$961B1163, 2090M2530).
2. Amend Annual Salary Ordinance Section 39/01/01/34001003 to reflect this action.
3. Advise the department to submit a supplemental appropriation request.

Based on the maximum rate for each class, reallocation of this position will result in a cost increase of \$231.00 per month.

1417-80 Survey of one vacant position in Class 1442 Junior Clerk Stenographer at the Police Department. (Item No. c)

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1442 Junior Clerk Stenographer (Sch. 29.04 \$404B485, 879M1055) to Class 1424 Clerk Typist (Sch. 30.5 \$424B510, 922M1109).
2. Amend Annual Salary Ordinance Section 38/00/00/01001 to reflect this action.
3. Advise the department to submit a supplemental appropriation request.

Based on the maximum rate for each class, reallocation of this will result in a cost of \$54.00 per month.

CLASSIFICATION AND PAY: (Cont')

1418-80 Review of requests for approval of Proposed Personal Services Contracts. (Item No. 13)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
200-80	Public Utilities Commission/ Utilities Engineer Bureau	To be selected
201-80	Public Utilities Commission/ Utilities Engineer Bureau	O'Brien-Kreitzberg & Associates
202-80	Public Utilities Commission	Waldense C. Nixon, M.D. & Washington Garner, M.D.
203-80	Public Utilities Commission/ Water Department	Crocker National Bank
204-80	Public Health/San Francisco General Hospital	McCoy's Patrol Service
205-80	Public Health/Community Substance Abuse Services	Bay Area Addition, Research and Treatment, Inc.
206-80	Port Commission	S.F. State University
207-80	Port Commission	Gordon H. Chong & Associates
208-80	Controller/EDP	Allen Services Corporation
209-80	Chief Administrative Officer	Facilities Management, Inc.
210-80	Airports Commission	Arthur Andersen & Company
211-80	Airports Commission	Cost quotations being solicited
212-80	Department of Public Works/ Bureau of Engineering	Towill, Inc.
213-80	Department of Public Works	Andrew J. Calvert & Associates.

Action: Approve with amendment made to Contract No. 202-80. Notify the offices of the Controller and the Purchaser.

1419-80 Classification of seven new positions in the Department of Public Health Community Mental Health Services. (Item No.14)

Action: Adopt staff report.

1. Adopt new class specification 2819 Assistant Health Educator.
2. Adopt new class specification 2825 Senior Health Educator.
3. Allocate five positions approved in the 1979-80 budget as A194 Health Education Associate (Sch. 30.7 \$428B514) to Class 2819 Assistant Health Educator (J,Z Sch. 37.6 \$589B710).
4. Allocate one position approved in the 1978-79 budget as A132 Health Education Associate (Sch. 36.2 \$552B664) to Class 2819 Assistant Health Educator (J,Z Sch. \$589B710).

CLASSIFICATION AND PAY: (Cont)

- 1419-80
(CONT)
5. Allocate one position approved in the 1978-79 budget as A131 Senior Health Educator. (J, SC Sch. 39.5 \$644B777) to Class 1825 Senior Health Educator (J,Z Sch. 41.6 \$710B858).
 6. Amend class specifications for Classes 2822 Health Educator and 2823 Mental Health Educator.
 7. Amend Sections 831201, 831202, 831203, 831204, 831205, and 831300 of the Annual Salary Ordinance accordingly.
 8. Advise the department to submit a supplemental appropriation request.

This classification action represents an increase for all seven positions of \$1,107 bi-weekly based on the top step of the salary schedule. This is caused by the fact that these positions have not been included in Salary Standardization for 1980-81.

1421-80 Classification of one new position authorized in the 1980-81 budget for the San Francisco Community College District. (Item No. 15)

Action: Adopt staff report.

1. Classify one new position as 1272 Senior Departmental Personnel Officer (Sch. 51.8 Z \$1152B1394).
2. Advise the Community College District to amend their Annual Resolution accordingly.

IN-SERVICE ACTIVITIES:

2330-80 Proposed amendment to Civil Service Commission Rule 1, Authority and Purpose, Section 1.03 (f) Discrimination Complaints. (Item No. 3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Off calendar.

Action: Post for adoption at the next meeting.

2461-80 Hearing on appeal of findings of investigation of allegation of discrimination filled by Filberto Moreno. (Item No. 1)

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

Action: Over to the next meeting.

2495-80 Request for approval of appointments above the entrance rate for appointees and employees in Classes 9131 Station Agent and 9132 Supervising Station Agent, San Francisco Municipal Railway. (Item No. d)

Action: Approve appointments at Step 5 of the compensation schedule for permanent appointees and Step 5 adjustments for current permanent employees in Class 9131 Station Agent not at that step; approve appointments at Step 3 of the compensation schedule for permanent appointees and Step 3 adjustments for current permanent employees in Class 9132 Supervising Station Agent at a lesser step, with advancement to Step 4 following one year of service in the class; effective as of the date of Commission action, pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (Cont)

- 2530-80 Appointment of Catherine Smallwood to Class 1844 Senior Management Assist.
(Item No. 2)
- September 8, 1980: Off calendar.
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 22, 1980.
- Action: Adopt staff report. Grant Catherine Smallwood permanent status to Class 1844 Senior Management Assistant in accordance with Civil Service Rule 32.
- 2570-80 Request for supplemental appropriation: Civil Service Commission Examination Program. (Item No. 4)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- Action: Over to the next meeting.
- 2571-80 Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury. (Item No. 5)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- Action: Over to the next meeting.
- 2576-80 Status Report: Senior Management Service. (Item No. 6)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- Action: Over to the next meeting.
- 2623-80 " Annual review of Memoranda of Understanding with the Airports Commission, Department of Public Health, Department of Social Services and the San Francisco Police Department authorizing the establishment of Decentralized Personnel Units in those departments. (Item No. 7)
- October 6, 1980: Over to the meeting of October 20, 1980.
- Action: Over to the next meeting.
- 2626-80 Requests for appointments above the entrance rate for various employees.
(Item No. f)
- | <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>REQUESTED STEP</u> |
|--|---------------------|-----------------------|
| Eumomia Almendra
1602 Calculating
Machine Operator | Retirement System | 3 |
| Linda E. Kelley
9202 Airport
Communications Operator | Airports Commission | 3 |
- Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (Cont)

2630-80 Request for approval of appointments above the entrance rate for appointees and employees in Class 2320 Registered Nurse at Laguna Honda Hospital. (Item No. 8)

October 6, 1980: Over to the meeting of October 20, 1980.

Action: Over to the next meeting.

2681-80 Departmental Affirmative Action Plans of: Commission on Aging, Human Rights Commission, Mayor's Office, Medical Examiner-Coroner, Port of San Francisco and Public Defender. (Item No. e)

Action: Over to the next meeting.

MISCELLANEOUS:

3032-80 Request from Recreation and Park Department to back-date requisition. (Item No. g)

T-00186 8/15/80 3320 Animal Keeper

Action: Approve as recommended by Committee.

3033-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Item No. h)

Oral Authorization Numbers:	0356-0452	0905-0906
	1211-1237	2027-2029
	2683-2688	4099-4227
	5648-5718	

Action: Approve.

3034-80 Request from the Airports Commission to approve oral authorization. (Item No. 16)

T-00094 10/1/80 9202 Airport Communications Operator

Action: Over the next meeting.

RECRUITMENT AND EXAMINATIONS:

40037-80 Request from Jerome Pittman, H-2 Firefighter, 46.5/E-26, to back-date Seniority. (Item No. 17)

April 7, 1980: Off calendar. Staff to consult with City Attorney concerning jurisdiction of the Civil Service Commission in this matter.

June 2, 1980: Off calendar pending review and comment by City Attorney of additional information presented at the meeting and contained in the record which is to be transcribed and forwarded.

August 4, 1980: Off calendar pending further study by City Attorney.

September 22, 1980: Over to the meeting of October 20, 1980 for hearing.

Action: Over to the next meeting.

40179-80 Class 8304 Deputy Sheriff - Special Report (Wilma M. Dickerson) (Item No. 18)

October 6, 1980: Over to the meeting of October 20, 1980.

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 20, 1980

PART II - 2:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation-Services Unsatisfactory
7. Dismissal of Permanent Employee

Albert Boswell, 2969 Assistant Director, 2/P-2, Department of Social Services,
8/14/80. (Item No. 31) (5)

Action: Over to the meeting of December 1, 1980.

David Carp, 2912 Senior Social Worker, 1/E-9, Department of Social Services,
9/12/80. (Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Social Services.

Therese Carroll, Q-2 Police Officer, 225/E-91, San Francisco Police Depart-
ment, 9/23/80. (Item No. 27) (3)

Action: Over to the next meeting.

George E. Christian, 7395 Ornamental Iron Worker, 11/E-3, San Francisco Port
Commission, 10/3/80. (Item No. 28) (4)

Action: Over to the next meeting.

S.L. Collins, 1404 Clerk, CETA, Public Health, Central Office, 9/30/80.
(Item No. 23) (1)

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one year's
work experience outside the City and County service. Not to be
employed again by the Department of Public Health.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Item No. 26) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

August 18, 1980: Over to the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 20, 1980. Mr. Demings to explore other job options open to him.

Action: Over to the next meeting.

Charles Edwards, Jr., 9163 Transit Operator, 185/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/8/80. (Item No. 37) (7)

September 22, 1980: Over to the meeting of October 20, 1980.

Action: Over to the next meeting.

Michelle Gilmartin, 2320 Registered Nurse, 3/E-558, Public Health, San Francisco General Hospital/Medical Center, 8/4/80. (Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Berle J. Grant, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal, 9/29/80. (Item No. 24) (1)

Action: Over to the next meeting.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (Item No. 21) (1)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

Action: Over to the next meeting.

Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79.
(Item No. 22) (1)

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Off calendar. Mr. Haynes or his attorney to notify Assistant Secretary when prepared to proceed.

September 22, 1980: Over to the meeting of October 20, 1980. The Sheriff is requested to send a representative to present the reasons for the termination.

Action: Disapprove. Reinstate to position. Question of back pay to be determined at a future meeting.

William Hollmon, 2903 Eligibility Worker, 166/E-10, Department of Social Services, 8/25/80. (Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Marshall N. Jenkins, 9163 Transit Operator, 1033/E-112, Public Utilities Commission, San Francisco Municipal Railway, 9/25/80. (Item No. 29) (4)

Action: Off calendar.

Larry J. Kraft, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 9/29/80. (Item No. 25) (1)

Action: Over to the next meeting.

Joseph G. Lopez, 9163 Transit Operator, V61/E-108, Public Utilities Commission, San Francisco Municipal Railway, 12/22/79. (Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Sandra Lowson, 2322 Head Nurse, 8/P-6, Public Health, San Francisco General Hospital/Medical Center, 5/15/80. (Item No. 36) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Francisco Orozco, 7395 Ornamental Iron Worker, 10/E-3, San Francisco Port Commission, 10/3/80. (Item No. 30) (4)

Action: Over to the next meeting.

Joan Potter, 9910 Public Service Trainee, CETA, Art Commission, 8/20/80.
(Item No. 20) (1)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 20, 1980.

Action: Disapprove. Reinstate to position without back pay. Department
to monitor work performance, attitude and attendance.

= Calendar - Action - Tot =
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 6, 1980

PART I - 2:00 P.M.

DOCUMENTS DEPT.

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Present: Commissioner Haile (Items Missed, a, b, c, d, e, f, g, h and i)
Commissioner Lee
Commissioner Powell
Commissioner Salomon (Items Missed, all of Part II)
Commissioner Texidor del Portillo (Items Missed, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30)
Commissioner Lee presided on items 1, 2, 3, 4, 5, 6, 7 and 8 only.
Commissioner Haile presided except items 1, 2, 3, 4, 5, 6, 7 and 8.

MINUTES: Regular Meeting of October 20, 1980.

Action: Approve.

ITEM NO. CLASSIFICATION AND PAY:

1269-80 Review of requests for approval of Proposed Personal Services Contract.
(Calendar Item No. 1)

July 21, 1980: Sever Contract Numbers 30, 31 and 32. Off calendar.

August 4, 1980: Recalendar Contracts 30, 31 and 32 on August 18, 1980.

August 18, 1980: Off calendar pending completion of classification study.

Action: Over to the meeting of November 17, 1980.

1420-80 Classification of five newly budgeted positions in the San Francisco Community College District. (Calendar Item No. c)

Action: Adopt staff report.

1. Classify five new part-time positions as budgeted in Class 2615 School Lunchroom Helper (Sch. 30.7 \$428B514, 931M1118).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1425-80 Survey of one position in Class 1424 Clerk Typist in the Office of the Public Defender. (Calendar Item No. d)

Action: Adopt staff report.

1. Reclassify one position in Class 1424 Clerk Typist (Sch. 30.5 \$424B510, 922M1109) to Class 1426 Senior Clerk Typist (Sch. 32.5 \$465B560, 1011M1218) when this action does not adversely affect the incumbent. This represents an increase of \$109.00 per month based on the fifth step of each class.
2. Amend Section 05/00/00/01001 of the Annual Salary Ordinance accordingly.

1441-80 Submission to the Board of Supervisors of Wage Scales - Private Employment on Public Contracts. (Calendar Item No. 2)

Action: Adopt report. Forward to the Board of Supervisors.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1445-80 Review of requests for approval of Proposed Personal Services Contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
214-80	Public Health	Centro de Cambio, Inc.
215-80	Public Health	S/B/O Associates
216-80	Clean Water Program/DPW	Main Hurdman & Cranstoun
217-80	Clean Water Program/DPW	Hales Testing Laboratories
218-80	Clean Water Program/DPW	Testing Engineers, Inc.
219-80	Clean Water Program/DPW	Edgar, Dunn & Conover, Inc.
220-80	Airports Commission	Lawrence Smookler
221-80	Commission on the Aging	Family Service Agency of S.F.
222-80	Civil Service Commission	Cooperative Personnel Services
223-80	City Planning	Edward A. Green
224-80	Water Department	Armstrong Carpet & Linoleum Co.
225-80	Airports Commission	Stevens-Haag & Associates
226-80	Port Commission	Silver, Rosen, Fischer & Stecher
227-80	Mayor's Office	Federal Government/ HUD

Action: Approve. Notify the offices of the Controller and the Purchaser.

1446-80 Classification of one newly budgeted position in the Commission on Aging.
(Calendar Item No. e)

Action: Adopt staff report.

1. Classify one new position as budgeted in Class 1652 Senior Accountant (Sch. 40.0 \$658B796, 1431M1731).
2. Amend Annual Salary Ordinance Section 26/00/00/02003 to remove the "SC" Symbol.

IN-SERVICE ACTIVITIES:

2330-80 Proposed amendment to Civil Service Rule 1, Authority and Purpose, Section 1.03 (f) Discrimination Complaints. (Calendar Item No. g)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Off calendar.

October 20, 1980: Post for adoption at the next meeting.

Action: Adopt.

<u>ITEM NO.</u>	<u>IN-SERVICE ACTIVITIES:</u> (cont)
2461-80	<p>Hearing on appeal of findings of investigation of allegation of discrimination filed by Filberto Moreno. (Calendar Item No. f)</p> <p>September 22, 1980: Over to the meeting of October 6, 1980.</p> <p>October 6, 1980: Over to the meeting of October 20, 1980.</p> <p>October 20, 1980: Over to the next meeting.</p> <p>Action: Over to the meeting of November 17, 1980 at request of appellant.</p>
2570-80	<p>Request for supplemental appropriation: Civil Service Commission Examination Program. (Calendar Item No. 4)</p> <p>September 22, 1980: Over to the meeting of October 6, 1980.</p> <p>October 6, 1980: Over to the meeting of October 20, 1980.</p> <p>October 20, 1980: Over to the next meeting.</p> <p>Action: Over to the meeting of November 17, 1980.</p>
2571-80	<p>Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury. (Calendar Item No. 5)</p> <p>September 22, 1980: Over to the meeting of October 6, 1980.</p> <p>October 6, 1980: Over to the meeting of October 20, 1980.</p> <p>October 20, 1980: Over to the next meeting.</p> <p>Action: Over to the meeting of November 17, 1980.</p>
2576-80	<p>Status Report: Senior Management Service. (Calendar Item No. 6)</p> <p>September 22, 1980: Over to the meeting of October 6, 1980.</p> <p>October 6, 1980: Over to the meeting of October 20, 1980.</p> <p>October 20, 1980: Over to the next meeting.</p> <p>Action: Over to the meeting of November 17, 1980.</p>
2623-80	<p>Annual review of Memoranda of Understanding with the Airports Commission, Department of Public Health, Department of Social Services and the San Francisco Police Department authorizing the establishment of Decentralized Personnel Units in those departments. (Calendar Item No. 7)</p> <p>October 6, 1980: Over to the meeting of October 20, 1980.</p> <p>October 20, 1980: Over to the next meeting.</p> <p>Action: Over to the meeting of November 17, 1980.</p>
2630-80	<p>Request for approval of appointments above the entrance rate for appointees and employees in Class 2320 Registered Nurse at Laguna Honda Hospital. (Calendar Item No. 8)</p> <p>October 6, 1980: Over to the meeting of October 20, 1980.</p> <p>October 20, 1980: Over to the next meeting.</p> <p>Action: Approve appointments at Step 5 of the compensation schedule for permanent appointees and Step 5 adjustments for current permanent employees not at that step at Laguna Honda Hospital and at Step 3 at San Francisco General Hospital Medical Center for permanent appointees and Step 3 adjustments for current permanent employees who are at a lesser step in Class 2320 Registered Nurse at San Francisco General Hospital, with advancement to Step 4 following one year of service at Step 3, effective as of the date of Commission action.</p>

ITEM NO.	<u>IN-SERVICE ACTIVITIES:</u> (cont)		
2647-80	Appeal of staff's denial of request for assault pay. (Calendar Item No. 9)		
	Action: Adopt staff report. Deny appeal of Joseph Allen.		
2681-80	Departmental Affirmative Action Plans of: Commission on Aging, Human Rights Commission, Mayor's Office, Medical Examiner-Coroner, Port, Public Defender and Art Commission. (Calendar Item No. b)		
	October 20, 1980:	Over to the next meeting.	
	Action:	1. Affirmative Action Plan of Mayor's Office over to the meeting of November 17, 1980. 2. Adopt Departmental Affirmative Action Plans for Commission on Aging, Human Rights Commission as amended to include the Commission on the Status of Women, Medical Examiner-Coroner, Port, Public Defender and Art Commission. (Vote of 4 to 1: Commissioner Salomon dissents)	
2736-80	Request for appointment above the entrance rate for various employees. (Calendar Item No. a)		
	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
	Wilma Ballestrasse 8304 Deputy Sheriff	Sheriff	5
	Martin Hackett 1232 Training Officer	Civil Service	5
	Lynn Susoeff 1232 Training Officer	Civil Service	5
	Ray Towbis 1506 Confidential Secretary to the Sheriff	Sheriff	5
	Action:	Approve appointments at the step indicated pending the Controller's certification that funds are available.	
	<u>MISCELLANEOUS:</u>		
3034-80	Request from the Airports Commission to approve back-dated oral authorization. (Calendar Item No. 10)		
	T-00094	10/1/80	9202 Airport Communications Operator
	October 20, 1980:	Over to the next meeting.	
	Action:	Approve.	
3036-80	From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. h)		
	Oral Authorization Numbers:	0453-0502 2030-2031 4228-4308 9099-9104	1256-1264 2689-2693 5719-5758
	Action:	Approve.	
3037-80	Requests from the Board of Supervisors to back-date requisitions. (Calendar Item No. i)		
	T-00013	October 8, 1980	1492 Assistant Clerk, Board of Supervisors

ITEM NO. MISCELLANEOUS: (cont)

3037-80 T-00014 October 8, 1980 1452 Stenographic Secretary

(CONT)

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40037-80 Request from Jerome Pittman, H-2 Firefighter, 46.5/E-26, to back-date Seniority. (Calendar Item No. 11)

April 7, 1980: Off calendar. Staff to consult with City Attorney concerning jurisdiction of the Civil Service Commission in this matter.

June 2, 1980: Off calendar pending review and comment by City Attorney of additional information presented at the meeting and contained in the record which is to be transcribed and forwarded.

August 4, 1980: Off calendar pending further study by City Attorney.

September 22, 1980: Over to the meeting of October 20, 1980 for hearing.

October 20, 1980: Over to the next meeting.

Action: Deny request. (Vote of 3 to 2: Commissioners Lee and Haile dissen.)

40197-80 Special Report: Class Q-2 Police Officer. (Calvin Woo) (Calendar Item No. 12)

Action: Sustain rejection.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 6, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Henry Bailey, 2709 School Custodian, LT, San Francisco Unified School District, 11/4/80 (Calendar Item No. 17) (1)

Action: Disapprove. Reinstate to position without back-pay.

Neal Butler, 9163 Transit Operator, 76/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/3/80. (Calendar Item No. 20) (4)

Action: Over to the meeting of November 17, 1980.

Therese Carroll, Q-2 Police Officer, 225/E-91, San Francisco Police Department, 9/23/80. (Calendar Item No. 18) (3)

October 20, 1980: Over to the next meeting.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

George E. Christian, 7395 Ornamental Iron Worker, 11/E-3, San Francisco Port Commission, 10/3/80. (Calendar Item No. 21) (4)

October 20, 1980: Over to the next meeting.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Port Commission.

Dorcas Davis, 1402 Junior Clerk, CETA, San Francisco Police Department, 10/16/80. (Calendar Item No. 26) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Calendar Item No. 19)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

August 18, 1980: Over to the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 20, 1980. Mr. Demings to explore other job options open to him.

October 20, 1980: Over to the next meeting.

Action: Over to the meeting of November 17, 1980.

Dwaine L. Drew, 9163 Transit Operator, 582/E-112, Public Utilities Commission, San Francisco Municipal Railway, 6/17/80. (Calendar Item No. 27)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Charles Edwards, Jr., 9163 Transit Operator, 185/E-107, Public Utilities Commission, San Francisco Municipal Railway, 9/8/80. (Calendar Item No. 31) (7)

September 22, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the next meeting.

Action: Off calendar.

Carrie L. Gomes, 1428 Ward Clerk, 14/P-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/7/80. (Calendar Item No. 25) (5)

Action: Over to the meeting of November 17, 1980.

Berle J. Grant, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 9/29/80. (Calendar Item No. 13) (1)

October 20, 1980: Over to the next meeting.

Action: Approve.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (Calendar Item No. 14) (1)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the next meeting.

Action: Over to the meeting of November 17, 1980.

Wilber L. Harper, 2709 School Custodian, LT, San Francisco Unified School District, 10/24/80. (Calendar Item No. 15) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Johnnie M. Jones, 9163 Transit Operator, 8/P-1, Public Utilities Commission, San Francisco Municipal Railway, 10/15/80. (Calendar Item No. 32) (7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Larry J. Kraft, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 9/29/80. (Calendar Item No. 16) (1)

October 20, 1980: Over to the next meeting.

Action: Approve.

Alfonza Lovelace, 9163 Transit Operator, V192/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/20/80. (Calendar Item No. 33) (7)

September 22, 1980: Off calendar pending rescheduling.

Action: Over to the meeting of December 15, 1980.

Joseph Lopes, 2708 Custodian, 89/E-58, San Francisco Unified School District, 10/21/80. (Calendar Item No. 22) (4)

Action: Over to the meeting of November 17, 1980. Request that the Superintendent of Schools reconsider decision.

Francisco Orozco, 7395 Ornamental Iron Worker, 10/E-3, San Francisco Port Commission, 10/3/80. (Calendar Item No. 23) (4)

October 20, 1980: Over to the next meeting.

Action: Over to the meeting of November 17, 1980.

William P. Pearson, 9163 Transit Operator, V19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 10/1/80. (Calendar Item No. 24) (4)

Action: Over to the meeting of November 17, 1980.

Dennis R. Santiago, 9163 Transit Operator, V113/107, Public Utilities Commission, San Francisco Municipal Railway, 6/30/80. (Calendar Item No. 28) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Oscar Stanton, Jr., 9163 Transit Operator, 140/98, Public Utilities Commission, San Francisco Municipal Railway, 6/30/80. (Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

James E. Thompson, 9163 Transit Operator, 61/E-111, Public Utilities Commission, San Francisco Municipal Railway, 7/2/80. (Calendar Item No. 30) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CITY AND COUNTY OF SAN FRANCISCO
SPECIAL COMMITTEE FOR DISCIPLINARY ACTION
AGAINST STRIKING CITY AND COUNTY EMPLOYEES

October 22, 1980

Present: Allen C. Haile, President, Civil Service Commission, Chair
David J. Sanchez, Jr., President, Police Commission, Vice Chair
Henry Berman, President, Fire Commission, Member
Morris Bernstein, President, Airports Commission, Member
Peter McCrea, President, Public Utilities Commission
Commissioner Haile presided.

ITEM
NUMBER

80-1 Investigation of Report by the Director of Health of Violation of
Section 8.346 of the Charter of the City and County of San Francisco
by certain Employees at the San Francisco General Hospital Medical
Center.

Action: The Committee determined that it had no jurisdiction under
Charter Section 8.346 over employees exempt from the ap-
pointment and removal processes dictated by the Civil Service
provisions of the Charter.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 17, 1980

PART I - 2:00 P.M.

DOCUMENTS DEPT.

NOV 24 1980

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PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Salomon
Commissioner Texidor del Portillo
Commissioner Haile presided

MINUTES: Regular Meeting of November 6, 1980.

Action: Over to the meeting of December 1, 1980.

ITEM NO. CLASSIFICATION AND PAY:

1212-80 Survey of Eligibility Worker positions in the Appeals Unit of the Department of Social Services. (Calendar Item No. 9)

June 2, 1980: Off calendar pending receipt of City Attorney's opinion concerning issue of status grant to current incumbents in Class 2905 Senior Eligibility Worker to the new class of 2911 Eligibility Appeals Specialist.

October 20, 1980: Over to the meeting of November 17, 1980.

Action: Adopt staff report.

1. Establish a new classification of 2911 Eligibility Appeals Specialist (J,Z Sch. 38.4 \$611B738, 1329M1605).
2. Reclassify 10 positions in Class 2905 Senior Eligibility Worker (Sch. 35.6 \$536B647, 1166M1407) to Class 2911 Eligibility Appeals Specialist (Sch. 38.4 \$611B738, 1329M1605) when the incumbents will not be adversely affected.
3. Amend the class specification for Class 2946 Senior Eligibility Worker Supervisor.
4. Reclassify one position in Class 2907 Eligibility Worker Supervisor (Sch. 38.4 \$611B738, 1329M1605) to Class 2946 Senior Eligibility Worker Supervisor (Sch. 43.1 \$762B920, 1657M2001) when the incumbent will not be adversely affected.
5. Amend the class specification for Class 2905 Senior Eligibility Worker to delete references to appeals work.
6. Amend Annual Salary Ordinance Section 45/00/00/01001 to reflect these actions when the status of permanent incumbents is not adversely affected. This will result in a cost of \$1092 Bi-Weekly at the fifth step 1980-81 rates.
7. Advise department of Social Services to submit a supplemental appropriation request.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1269-80 Review of requests for approval of Proposed Personal Services Contract.
(Calendar Item No. 10)

July 21, 1980: Sever Contract Numbers 30, 31 and 32. Off calendar.

August 4, 1980: Recalendar Contracts 30, 31 and 32 on August 18,
1980.

August 18, 1980: Off calendar pending completion of classification
study.

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Over to the meeting of December 1, 1980.

1318-80 Classification of one new position authorized in the 1980-81 budget for the
Public Utilities Commission. (Calendar Item No. a)

Action: Adopt staff report.

1. Adopt new Class 1237 Training Coordinator, \$989 BiWeekly (Flat
 Rate), and allocate budgeted position to new class.
2. Delete position as shown in budget Class 1234 Director of
 Training (Sch. 50.1 \$1062B1285).
3. Amend Annual Salary Ordinance accordingly.

 This action represents a \$296 B/W savings based on the
 maximum rate of pay.

1455-80 Classification of one newly budgeted position (1980-81) for the San Francisco
Unified School District. (Calendar Item No. 11)

Action: Adopt staff report.

1. Classify one new position in Class 4140 Right-Of-Way Agent
 (Sch. 47.7 \$947B1147, 2060M2495) as requested.
2. Advise the San Francisco Unified School District to amend
 their Annual Salary Resolution accordingly.

1463-80 Classification survey of positions in various City Departments. (Calendar Item No.
b)

Action: Adopt staff report.

<u>Department</u>	<u>No. Pos.</u>	<u>Classification</u>
Public Works	1	7208 Heavy Equipment Operations Supervisor
Public Works	1	7318 Electronic Maintenance Tech.
Public Works	1	5366 Engineering Associate II
Public Works	3	1844 Sr. Management Assistant
S.F. Community College District	1	1424 Clerk Typist
S.F. Community College District	1	1426 Sr. Clerk Typist

ITEM NO. CLASSIFICATION AND PAY: (cont)

1463-80 (CONT)	Department	No. Pos.	Classification
	S.F. Unified School District	1	7332 Maintenance Machinist
	Municipal Railway	1	1444 Clerk Stenographer
	Municipal Railway	1	5354 Electrical Engineering Assoc.
	Municipal Railway	1	9194 Transit Schedule Analyst
	Public Utilities Commission	5	1242 Personnel Analyst
	Public Utilities Commission	1	1244 Sr. Personnel Analyst
	Public Utilities Commission	1	1823 Sr. Administrative Analyst

Advise the San Francisco Community College District and the San Francisco Unified School District to amend their Annual Salary Resolution and that the Annual Salary Ordinance of the respective City departments be amended accordingly.

1467-80 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 12)

NUMBER	DEPARTMENT	CONTRACTOR
228-80	Public Health	Carl Cheney Communications, Inc.
229-80	Public Health	Korn/Ferry International
230-80	Public Health	D.S. Inaba
231-80	Public Health	Visiting Nurses Association
232-80	Public Works	Cilren Company
233-80	Public Works	Brown & Caldwell
234-80	Public Works	O'Kelly & Schoenlank
235-80	Public Works	William M. Mullen
236-80	Public Works	Sam Silverberg
237-80	Health/General Hospital/ Muni Railway	Edward Kersh, M.D.
238-80	PUC	Dean Brown
239-80	PUC	Systems & Computer Technology
240-80	CAO	Robert Herman Associates
241-80	Controller	Gottfried Consultants, Inc.
242-80	Controller	To be determined
243-80	Municipal Railway	Not determined

ITEM NO. CLASSIFICATION AND PAY: (cont)

<u>1467-80</u> <u>(CONT)</u>	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	244-80	Public Health	Children's Hospital
	245-80	Retirement System	Gates, McDonald & Co.
	246-80	Retirement System	S.R.I. International

Action: 1. Contract Number 228 severed and placed off calendar.

 2. Approve all others. Notify the offices of the Controller and the Purchaser.

1468-80 Survey of the Administrative Structure of San Francisco General Hospital Medical Center and Laguna Honda Hospital. (Calendar Item No. 13)

Action: Adopt staff report.

1. Establish one new classification of 2140 Hospital Administrative Assistant (Sch. 45.8 J,Z \$866B1047); adopt class specification.
2. Allocate two positions newly budgeted as A157 Hospital Administrative Assistant J \$866B1047 (One NP 1979-80, One NP 1980-81) to the newly established classification of 2140 Hospital Administrative Assistant.
3. Abolish classification 2129 Administrative Assistant (Sch. 43.0 \$758B916), San Francisco General Hospital; allocate two positions in that classification to the newly established classification 2140 Hospital Administrative Assistant.
4. Abolish classification 2128 Administrative Assistant (Sch. 42.0 \$724B874), Laguna Honda Hospital.
5. Establish one new classification of 2143 Hospital Assistant Administrator (Sch. 53.7 J,Z \$1261B1528); adopt class specifications.
6. Abolish classification 2142 Assistant Administrator, San Francisco General Hospital (Sch. 53.7 J,Z \$1261B1528); allocate six positions in that classification to the newly established classification of 2143 Hospital Assistant Administrator.
7. Abolish classification 2158 Assistant Administrator, Laguna Honda Hospital (Sch. 53.7 J,Z \$1261B1528); allocate one position in that classification to the newly established classification of 2143 Hospital Assistant Administrator.
8. Grant status in new classification 2143 Hospital Assistant Administrator to permanent incumbents in classification 2142 Assistant Administrator, San Francisco General Hospital and in classification 2158 Assistant Administrator, Laguna Honda Hospital.
9. Establish one new classification of 2145 Hospital Associate Administrator (J,Z \$1533B1877); adopt class specifications.
10. Allocate four positions newly budgeted as A317 Hospital Associate Administrator J \$1533B1877 (NP 1980-81) to the newly established classification of 2145 Hospital Associate Administrator.
11. Amend Section 850000/01001 and 860100/36001 of the Annual Salary Ordinance accordingly.
12. Advise the department of Public Health to submit a supplemental appropriation.

Based on the maximum step, this reorganization will result in an overall cost of \$262 Biweekly over the budgeted rates. Department has requested examinations be held for these classes.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1470-80 Abolishment of Obsolete Classifications. (Calendar Item No. c)

Action: Post the list of classifications to be abolished for two weeks prior to adoption. It is further recommended that these classifications not be included in the Salary Survey for fiscal year 1981-82.

1471-80 Classification of ten newly budgeted positions, San Francisco Airports Commission. (Calendar Item No. 14)

Action: Adopt staff report.

1. Amend the specification for Class 9226 Airfield Operations Superintendent. Allocate one new position budgeted as 9226 Airfield Operations Superintendent to the amended class.
2. Establish a new classification 9213 Senior Airfield Safety Officer (Sch. 44.1 J \$800B966).
3. Allocate nine new positions budgeted as A279 Senior Airfield Safety Officer to Class 9213 Senior Airfield Safety Officer. (Nine positions were budgeted at \$641B773).
4. Amend the Annual Salary Ordinance Section 27/00/00/30499 and advise the Airports Commission to submit a supplemental appropriation to reflect this action.

1472-80 Classification of five new positions authorized in the 1980-81 budget for the San Francisco Airports Commission. (Calendar Item No. d)

Action: Adopt staff report.

1. Amend specification for Class 9258 Airport Assistant General Manager, Business Administration. Amend the title to Airport Assistant Deputy Director, Business Administration.
2. Allocate one newly budgeted position to Class 9258 Airport Assistant Deputy Director, Business Administration (Z, Sch. 54.5 \$1310B1588); Remove the SC Symbol.
3. Allocate one newly budgeted position to Class 1844 Senior Management Assistant (Z Sch. 44.4 \$810B979).
4. Allocate one newly budgeted position to Class 1864 Senior Systems and Procedures Analyst (Z, Sch. 46.0 \$874B1057).
5. Allocate two newly budgeted positions to Class 5254 Associate Mechanical Engineer (Z, Sch. 47.9 \$956B1158).
6. Delete the following positions listed in the budget:
 - 1-1824 N Principal Administrative Analyst (Z, Sch. 50.1 \$1062B1285)
 - 1-1863 N Senior Systems and Procedures Analyst, Special Project (Z, Sch. 46.0 \$874B1057)
 - 2-A283 N Industrial Engineer (JZ, Sch. 49.0 \$1008B1220)
7. Amend Section 27/00/00/30499 of the Annual Salary Ordinance and advise the Airport to submit a supplemental appropriation request to reflect this action.

ITEM NO. IN-SERVICE ACTIVITIES:

- 2461-80 Hearing on appeal of findings of investigation of allegation of discrimination filed by Filberto Moreno. (Calendar Item No. 1)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- October 20, 1980: Over to the next meeting.
- November 6, 1980: Over to the meeting of November 17, 1980 at request of appellant.
- Action: Appoint Filberto Moreno to a temporary position in Class 1823 Senior Administrative Analyst and award back pay to December 31, 1979. (Vote of 3 to 2: Commissioners Powell and Salomon dissent).
- 2570-80 Request for supplemental appropriation: Civil Service Commission Examination Program. (Calendar Item No. 2)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- October 20, 1980: Over to the next meeting.
- November 6, 1980: Over to the meeting of November 17, 1980.
- Action: Approve and forward to the Office of the Mayor.
- 2571-80 Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury. (Calendar Item No. 3)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- October 20, 1980: Over to the next meeting.
- November 6, 1980: Over to the meeting of November 17, 1980.
- Action: Over to the meeting of December 1, 1980.
- 2576-80 Status Report: Senior Management Service. (Calendar Item No. 4)
- September 22, 1980: Over to the meeting of October 6, 1980.
- October 6, 1980: Over to the meeting of October 20, 1980.
- October 20, 1980: Over to the next meeting.
- November 6, 1980: Over to the meeting of November 17, 1980.
- Action: Over to the meeting of December 1, 1980.
- 2623-80 Annual review of Memoranda of Understanding with the Airports Commission, Department of Public Health, Department of Social Services and the San Francisco Police Department authorizing the establishment of Decentralized Personnel Units in those departments. (Calendar Item No. 5)
- October 6, 1980: Over to the meeting of October 20, 1980.
- October 20, 1980: Over to the next meeting.
- November 6, 1980: Over to the meeting of November 17, 1980.
- Action: Over to the meeting of December 1, 1980.

ITEM NO. IN-SERVICE ACTIVITIES: (cont)

2681-80 Departmental Affirmative Action Plans of: Chief Administrative Officer, Controller, War Memorial and Mayor's Office. (Calendar Item No. e)

November 6, 1980: Affirmative Action Plan of Mayor's Office over to the meeting of November 17, 1980.

Action: 1. Affirmative Action Plan of Mayor's Office over to the meeting of December 1, 1980.

 2. Adopt Departmental Affirmative Action Plans for Chief Administrative Officer, Controller and War Memorial.

2747-80 Request for change in work schedule for employees in miscellaneous classifications at San Francisco Police Department. (Calendar Item No. 6)

Action: Off calendar.

2758-80 Complaint filed by Neorlu Tumbek alleging race and national origin discrimination in the Mayor's Office of Employment and Training. (Calendar Item No. 7)

Action: Close case for lack of sufficient evidence to support the charge.

2767-80 Request for appointment above the entrance rate for various employees. (Calendar Item No. f)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Gerald Cauthen 5212 Principal Civil Engineer	S.F. Municipal Railway	5
Hildegard Fontaine 1202 Personnel Clerk	Retirement System	2
Grace Massey 1706 Telephone Operator	Recreation and Park Department	5

Action: 1. Request for Hildegard Fontaine off calendar.

 2. Approve appointment of Gerald Cauthen and Grace Massey at the step indicated pending the Controller's certification that funds are available.

2768-80 Special Report: Robert L. Driver. (Calendar Item No. 8)

Action: No future employment with the Department of Public Health.

MISCELLANEOUS:

3038-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. g)

Oral Authorization Numbers:	0503-0555	1269-1287
	2032-2033	2694-2699
	4309-4411	5759-5800

Action: Approve.

ITEM NO. RECRUITMENT AND EXAMINATIONS:

40206-80 Special Report: Appeal of Richard Catalano. (Calendar Item No. 16)

Action: Over to the meeting of December 1, 1980.

40207-80 Request for permission to readminister the performance portion of the examination for Class 1720 Data Entry Operator and place eligibles on lists CPE 3 and 4. (Calendar Item No. 15)

Action: Adopt staff report. Readminister Performance Test under the standards described in the staff report and that **eligibles** be placed on Lists CPE 3 and 4.

GENERAL MANAGER'S REPORT:

Charter Revision: Staff will be submitting proposed Charter Amendments for Commission review and hearing, if appropriate.

Request from Board of
Education to meet: General Manager, Personnel designated to represent Commission.

Quarterly non-Civil Service
Appointment Report: General Manager, Personnel to meet with Commissioner Texidor del Portillo to explore possibilities of abbreviating this report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 17, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Neal Butler, 9163 Transit Operator, 76/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/3/80. (Calendar Item No. 26) (4)

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Over to the meeting of December 1, 1980.

Harding Chune, 9163 Transit Operator, 987/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/22/80. (Calendar Item No. 22) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(Recalendared by Assistant Secretary due to alleged improper notification of adjournment of July 7, 1980 meeting to July 14, 1980).
David Demings, 9163 Transit Operator, 204/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/3/80. (Calendar Item No. 21) (3)

June 16, 1980: Over to the meeting of July 7, 1980.

July 7, 1980: Over to the recessed meeting of July 14, 1980.

July 14, 1980: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

August 18, 1980: Over to the meeting of September 8, 1980.

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 20, 1980. Mr. Demings to explore other job options open to him.

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Off calendar.

Clyde Flewellen, 1424 Clerk Typist, 18/E-204, San Francisco Unified School District, 10/7/80. (Calendar Item No. 23) (3)

Action: Approve Automatic Resignation. Return name to list. Not to be employed again by the San Francisco Unified School District or the San Francisco Community College District. (Vote of 4 to 1: Commissioner Salomon dissents)

Melinda Lee Gadley, 2320 Registered Nurse, 1/E-599, Department of Public Health, San Francisco General Hospital Medical Center, 9/20/80. (Calendar Item No. 29) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Daniel Gallagher, 2528 Medical Steward, LT, Department of Public Health, Emergency Medical Services, 10/31/80. (Calendar Item No. 19) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Carrie L. Gomes, 1428 Ward Clerk, 14/P-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/7/80. (Calendar Item No. 30) (5)

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Over to the meeting of December 1, 1980.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (Calendar Item No. 18) (1)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Over to the meeting of December 1, 1980.

Douglas Johnson, 2615 School Lunchroom Helper, 39/E-9, San Francisco Unified School District, 11/4/80. (Calendar Item No. 20) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Joseph Lopes, 2708 Custodian, 89/E-58, San Francisco Unified School District, 10/21/80. (Calendar Item No. 25) (4)

November 6, 1980: Over to the meeting of November 17, 1980. Request that the Superintendent of Schools reconsider decision.

Action: Over to the meeting of December 1, 1980.

Colleen A. Monahan, 2320 Registered Nurse, 2/E-550, Department of Public Health, San Francisco General Hospital Medical Center, 8/1/80. (Calendar Item No. 31) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Francisco Orozco, 7395 Ornamental Iron Worker, 10/E-3, San Francisco Port Commission, 10/3/80. (Calendar Item No. 24) (4)

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Over to the meeting of December 1, 1980.

William P. Pearson, 9163 Transit Operator, V10/E-109, Public Utilities Commission, San Francisco Municipal Railway, 10/1/80. (Calendar Item No. 27) (4)

November 6, 1980: Over to the meeting of November 17, 1980.

Action: Over to the meeting of December 1, 1980.

Georgia O. Smith, 2426 Radiologic Technician II, 15/E-32, Department of Public Health, San Francisco General Hospital Medical Center, 9/10/80. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Thomas E. Vasquez, 9163 Transit Operator, 14/P-1, Public Utilities Commission, San Francisco Municipal Railway, 10/27/80. (Calendar Item No. 28) (4)

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 1, 1980

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 9 1980

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee (Items Missed, approval of minutes)
Commissioner Powell
Commissioner Salomon
Commissioner Texidor del Portillo
Excused: Commissioner Haile
Commissioner Salomon presided

MINUTES: Regular Meeting of November 6, 1980.

November 17, 1980: Over to the Meeting of December 1, 1980.

Action: Approve.

Regular Meeting of November 17, 1980.

Action: Approve.

ITEM NO. CLASSIFICATION AND PAY:

1269-80 Review of request for approval of Proposed Personal Services Contract. (Calendar Item No. 1)

July 21, 1980: Sever Contract Numbers 30, 31 and 32. Off Calendar.

August 4, 1980: Recalendar Contract Numbers 30, 31 and 32 on August 18, 1980.

August 18, 1980: Off calendar pending completion of classification study.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980.

1470-80 Abolishment of Obsolete Classifications. (Calendar Item No. 2)

November 17, 1980: Post the list of classifications to be abolished for two weeks prior to adoption. It is further recommended that these classifications not be included in the Salary Survey for Fiscal Year 1981-82.

Action: Adopt staff report.

1478-80 Classification of ten newly budgeted positions for the San Francisco Airport Commission. (Calendar Item No. 3)

	<u>BUDGETED CLASS</u>	<u>RECOMMENDED CLASS</u>
2-1244	Sr. Personnel Analyst (Sch. 45.6 \$858B1037)	2-1244 Sr. Personnel Analyst (Sch. 45.6 \$858B1037)
2-1446	Sr. Clerk-Stenographer (Sch. 33.5 \$487B586)	2-1446 Sr. Clerk-Stenographer (Sch. 33.5 \$487B586)
1-3422	Park Section Supervisor (Sch. 43.3 \$769B929)	1-3422 Park Section Supervisor (Sch. 43.3 \$769B929)
1-3424	Insecticide Spray Operator (Sch. 41.3 \$701B846)	1-3424 Insecticide Spray Operator (Sch. 41.3 \$701B846)
2-5210	Sr. Civil Engineer (Sch. 53.4 \$1243B1506)	2-5210 Sr. Civil Engineer (Sch. 53.4 \$1243B1506)
1-7215	General Laborer Supervisor I (Sch. 39.3 \$638B769)	1-7215 General Laborer Supervisor I (Sch. 39.3 \$638B769)
1-7239	Plumber Supervisor II (Sch. 49.9 \$1052B1273)	1-7239 Plumber Supervisor II (Sch. 49.9 \$1052B1273)

Action: Adopt Staff report.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1478-80 Adopt staff report. (cont)
(CONT)

1. Classify the following new positions as budgeted (Remove the SC Symbol)

2-1244 Sr. Personnel Analyst (Sch. 45.6 \$858B1037)
2-1446 Sr. Clerk Stenographer (Sch. 33.5 \$487B586)
1-3422 Park Section Supervisor (Sch. 43.3 \$769B929)
1-3424 Insecticide Spray Operator (Sch. 41.3 \$701B846)
2-5210 Sr. Civil Engineer (Sch. 53.4 \$1243B1506)
1-7215 General Laborer Supervisor I (Sch. 39.3 \$638B769)
1-7239 Plumber Supervisor II (Sch. 49.9 \$1052B1273)

2. Amend Section 27/0000/30499 of the Annual Salary Ordinance to reflect this action.

1482-80 Request for appointment of Staff Assistant III, Special Project. (Calendar Item No. 4)

Action: Approve appointment of Staff Assistant III, Special Project for the Civil Service Commission Training Unit.

1483-80 Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
247-80	Real Estate	Allstate Excavating & Demo.
248-80	Real Estate	Richard M. Robbins, MAI
249-80	Public Health	Edward Kersh, M.D.
250-80	Public Health	Winifred Dahl, Ph.D.
251-80	Public Works	Royston, Hanamoto, Alley & Abey
252-80	Public Works	G.F.D.S. Engineers
253-80	Municipal Railway	Vicki Graham
254-80	Airports Commission	Pacific Environmental Laboratory
255-80	Port Commission	Rockrise Odermatt Mountjoy Associates
256-80	PUC	James Montgomery
257-80	Public Health	Project Title XVI, Inc.

Action: Approve as amended by addendum adding Contract Number 258-80 between the Civil Service Commission and the State Personnel Board. Notify the offices of the Controller and the Purchaser.

1484-80 Survey of two vacant positions at the Mayor's Office of Emergency Services. (Calendar Item No. 6)

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1444 Clerk Stenographer (Sch. 31.4 \$442B531, 961M1155) to Class 1426 Sr. Clerk Typist (Sch. 32.5 \$465B560, 1011M1218). This represents an increase of \$53 per month based on the fifth step of both positions.

ITEM NO. CLASSIFICATION AND PAY: (cont)

1484-80 Action: Adopt staff report. (cont)
(CONT)

2. Reclassify one vacant position in Class 1844 Sr. Management Assistant (Sch. 44.4 \$810B979, 1762M2129) to Class 8247 Emergency Planning Coordinator (Sch. 45.8 \$866B1047, 1884M2277). This represents an increase of \$148 per month based on the fifth step of both positions.
3. Amend the specification for Class 8247 Emergency Planning Coordinator as recommended in the staff report.
4. Advise the department to submit a supplemental appropriation request.
5. Amend Annual Salary Ordinance Section 25/05/00/01001/001 accordingly.

1485-80 Request to amend the specification for Class 1487 Financial Aids Assistant.
(Calendar Item No. a)

Action: Adopt staff report. Amend specification for Class 1487 Financial Aids Assistant as recommended in the staff report. This action does not involve any change in costs.

1488-80 Classification of four positions authorized in the 1980-81 Budget for the Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 7)

Action: Over to the meeting of December 15, 1980.

IN-SERVICE ACTIVITIES:

2571-80 Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury. (Calendar Item No. 8)

September 22, 1980: Over to the meeting of October 6, 1980.
October 6, 1980: Over to the meeting of October 20, 1980.
October 20, 1980: Over to the next meeting.
November 6, 1980: Over to the meeting of November 17, 1980.
November 17, 1980: Over to the meeting of December 1, 1980.
Action: Over to the meeting of December 15, 1980.

2576-80 Status Report: Senior Management Service. (Calendar Item No. 9)

September 22, 1980: Over to the meeting of October 6, 1980.
October 6, 1980: Over to the meeting of October 20, 1980.
October 20, 1980: Over to the next meeting.
November 6, 1980: Over to the meeting of November 17, 1980.
November 17, 1980: Over to the meeting of December 1, 1980.
Action: Over to the meeting of December 15, 1980.

ITEM NO. IN-SERVICE ACTIVITIES: (cont)

2600-80 Correction of clerical error on bilingual designation. (Calendar Item No. b)

Action: Adopt staff report. Approve bilingual designation for 1979-80 for two positions in the Tax Collector's Office.

2623-80 Annual review of Memoranda of Understanding with the Airports Commission, Department of Public Health, Department of Social Services and the San Francisco Police Department authorizing the establishment of Decentralized Personnel Units in those departments. (Calendar Item No. 10)

October 6, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980.

2681-80 Departmental Affirmative Action Plans of: Airport, Health Service System, Mayor's Office, Real Estate, Retirement System and Board of Supervisors. (Calendar Item No. c)

November 6, 1980: Affirmative Plan of the Mayor's Office over to the meeting of November 17, 1980.

November 17, 1980: Affirmative Plan of the Mayor's Office over to the meeting of December 1, 1980.

Action: 1. Affirmative Action Plans of Mayor's Office over to the meeting of December 15, 1980.

2. Adopt Departmental Affirmative Action Plans for: Airport, Health Service System, Real Estate, Retirement System and the Board of Supervisors. (Vote of 3 to 1: Commissioner Salomon dissents)

2756-80 Appeal of staff decision as to period of continuous city service from Dorothy L. Hansen. (Calendar Item No. 11)

Action: Over to the meeting of December 15, 1980.

2793-80 Appointment above the entrance rate for Katie Loo, Class 2823 Mental Health Educator, Community Mental Health Services. (Calendar Item No. d)

Action: Approve appointment of Katie Loo at Step 3 in the compensation schedule establish for Class 2823 Mental Health Educator, pending the Controller's certification that funds are available.

2794-80 Proposed Amendments to Appendix B of the Civil Service Commission Rules to require a One-year Probationary Period for certain classifications. (Calendar Item No. 11A)

Action: Post for adoption at the meeting of December 15, 1980.

MISCELLANEOUS:

3039-80 Request from various departments to back-date requisitions. (Calendar Item No. e)

TX-00306 10/10/80 2907 Eligibility Worker Supervisor
Department of Social Services

E-7701 1/1/80-2/29/80 2275 Assistant Resident I
Department of Public Health

Action: Approve as recommended by Committee.

ITEM NO. MISCELLANEOUS: (cont)

3040-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. f)

Oral Authorization Numbers:	0556-0645	1288-1308
	2034-2035	4412-4491
	5801-5840	

Action: Approve.

3041-80 Request from the Adult Probation Department to back-date requisition. (Calendar Item No. g)

P-477	10/29/80	1432 Senior Transcriber Typist.
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Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40206-80 Special Report: Appeal of Richard Catalano. (Calendar Item No. 12)

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980.

40208-80 Q-2 Police Officer: Special Report. (Stephen C. Murphy) (Calendar Item No. 13)

Action: Over to the meeting of December 15, 1980.

40213-80 H-2 Firefighter Special Report. (Calendar Item No. 14)

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 1, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Neal Butler, 9163 Transit Operator, 76/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/3/80. (Calendar Item No. 17) (4)

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980.

Albert Boswell, 2969 Assistant Director, 2/P-2, Department of Social Services, 8/14/80. (Calendar Item No. 22) (5)

October 20, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980.

Raymond D. Buck, 4320 Cashier I, LT, Office of the Treasurer, 11/20/80. (Calendar Item No. 27) (3)

Action: Approve Automatic resignation. Refer to the Mayor's Office of Employment and Training for other employment under CETA.

Gawain M. Fong, 2903 Eligibility Worker, 144/E-11, Department of Social Services, 10/27/80. (Calendar Item No. 23) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Sarah Gillette, 1424 Clerk Typist, 355/E-174, San Francisco Unified School District, 11/18/80. (Calendar Item No. 29) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Carrie L. Gomes, 1428 Ward Clerk, 14/P-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/7/80. (Calendar Item No. 21) (5)

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Reinstate to a position in the class from which promoted.

Sandra Hansen, 2903 Eligibility Worker, 282/E-6, Department of Social Services, 11/5/80. (Calendar Item No. 24) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (Calendar Item No. 15) (1)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980 due to 2 to 2 vote.

Joseph Lopes, 2708 Custodian, 89/E-58, San Francisco Unified School District, 10/21/80. (Calendar Item No. 19) (4)

November 6, 1980: Over to the meeting of November 17, 1980. Request that the Superintendent of Schools reconsider decision.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Over to the meeting of December 15, 1980.

Yolanda Martin, 8214 Parking Control Officer, LT, San Francisco Police Department, 11/11/80. (Calendar Item No. 26) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Emily Morgan, 2932 Senior Psychiatric Social Worker, 16/E-3, Department of Public Health, Community Mental Health Services, 10/31/80. (Calendar Item No. 28) (3)

Action: Over to the meeting of December 15, 1980.

Francisco Orozco, 7395 Ornamental Iron Worker, 10/E-3, San Francisco Port Commission, 10/3/80. (Calendar Item No. 16) (4)

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Off calendar.

William P. Pearson, 9163 Transit Operator, V19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 10/1/80. (Calendar Item No. 18) (4)

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

Action: Return name to list of eligibles. (Vote of 3 to 1: Commissioner Salomon dissents)

George M. Sullivan, 9163 Transit Operator, 125/E-107, Public Utilities Commission, San Francisco Municipal Railway, 11/17/80. (Calendar Item No. 31) (7)

Action: Over to the meeting of December 15, 1980.

Irwin Tam, 2903 Eligibility Worker, 101/E-11, Department of Social Services, 10/27/80. (Calendar Item No. 25) (6)

Action: Approve. No future employment in Class 2903 Eligibility Worker.

Kenneth Thomas, 2709 School Custodian, 188/E-54, San Francisco Unified School District, 11/18/80. (Calendar Item No. 30) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. (Vote of 3 to 0: Commissioner Lee out of room)

Enilda Torres, 2709 School Custodian, 131.1/E-54, San Francisco Unified School District, 11/14/80. (Calendar Item No. 20) (4)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 15, 1980

PART I - 2:00 P.M.

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Haile
Commissioner Lee
Commissioner Powell
Commissioner Texidor del Portillo (Item Missed, all of Part II)
Excused: Commissioner Salomon
Commissioner Haile presided

MINUTES: Regular Meeting of December 1, 1980.

Action: Approve.

SPECIAL ORDER OF BUSINESS:

In Executive Session, the Civil Service Commission approved the request of the Chief of Police to establish an eligible list for qualified candidate with a Chinese bilingual capability.

ITEM NO. CLASSIFICATION AND PAY:

1269-80 Review of request for approval of Proposed Personal Services Contracts.
(Calendar Item No. 1)

July 21, 1980: Sever Contracts Numbers 30, 31 and 32. Off Calendar.
August 4, 1980: Recalendar Contracts Numbers 30, 31 and 32 on August 18, 1980.
August 18, 1980: Off calendar pending completion of classification Study.
November 6, 1980: Over to the meeting of November 17, 1980.
November 17, 1980: Over to the meeting of December 1, 1980.
December 1, 1980: Over to the meeting of December 15, 1980.
Action: Over to the meeting of January 5, 1981.

1488-80 Classification of four positions authorized in the 1980-81 budget for the Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 2)

	<u>BUDGETED CLASS</u>	<u>RECOMMENDED CLASS</u>
1-A351	Manager System Safety J,Z (Sch. 50.1 \$1062B1285)	1-9177 Director of Systems Safety (Sch. 53.0 \$1220B1477)
2-A350	System Safety Analyst J,Z (Sch. 47.2 \$925B1120)	2-9173 Systems Safety Inspector (Sch. 47.2 \$925B1120)
1-A349	Principal Safety Analyst J,Z (Sch. 43.2 \$766B925)	1-9173 Systems Safety Inspector (Sch. 47.2 \$925B1120)

Action: Adopt staff report.

1. Adopt a new classification 9177 Director of Systems Safety (Sch. 53.0 \$1220B1477); allocate one newly budgeted position to this new class.
2. Adopt a new classification 9173 Systems Safety Inspector (Sch. 47.2 \$925B1120); allocate three newly budgeted positions to this new class.
3. Delete the following positions listed in the budget: 1-A351 Manager Systems Safety J,Z (Sch. 50.1 \$1062B1285); 2-A350 Systems Safety Analyst J,Z (Sch. 47.2 \$925B1120); 1-A349 Principal Safety Analyst J,Z (Sch. 43.2 \$766B925).
4. Amend Section 35/350000/31001/001 of the Annual Salary Ordinance accordingly.

ITEM NO.

CLASSIFICATION AND PAY: (cont)

1488-80
(CONT)

5. Advise the San Francisco Municipal Railway to submit a supplemental appropriation to reflect changes recommended in this report.

The classification recommendations of this report, if adopted will require an increase in costs of \$387 bi-weekly based on the fifth step of the compensation plan.

1495-80

Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by "Z" Symbol. (Calendar Item No. 3)

Action: Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classification designated for the period indicated.

1496-80

Classification survey of positions various City Departments. (Calendar Item No. a)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS & RATE</u>	<u>RECOMMENDED CLASSIFICATION</u>
Juvenile Court	1	8442 Sr. Probation Officer Sch. 44.7 \$822B994	0586 Administrative Asst. to the Juvenile Court Judge \$2291-2681 monthly Position primarily responsible for re- presenting the Judge at meetings or conferences. Handles all correspon- dence.
Municipal RR	2	1446 Sr. Clerk Stenographer Sch. 33.5 \$487B586	Same Duties include typing, dictation, word pro- cessing and super- vision of clerical staff.
	1	5268 Architect Sch. 48.8 \$998B1208	Same Journey level archite- ctural duties requiring license.
	3	A174 Fare Equipment Tech.	7409 Electrical Transit Serv. Worker Sch. 40.2 \$664B803. Repair and maintain electrical transit equipment.
Public Utilities	3	1446 Sr. Clerk Stenographer Sch. 33.5 \$487B586	Same Duties include typing, dictation, word pro- cessing and supervision of clerical staff.

ITEM NO.	CLASSIFICATION AND PAY: (cont)			
1496-80 (CONT)	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS & RATE</u>	<u>RECOMMENDED CLASSIFICATION</u>
	Public Utilities	1	1734 Computer Operator I Sch. 32.0 \$453B546	Same Journey level computer duties.
		1	1737 Sr. Computer Operator Sch. 36.6 \$562B677	Same Supervises computer operators.
		1	1853 Control Clerk Sch. 32.8 \$471B567	Same Receives, logs and con- trols a variety of com- puter input data.
		2	1855 Sr. Control Clerk Sch. 34.8 \$517B622	Same Supervises work of con- trol clerks.
	Public Works	1	5248 Sanitary Engineer Sch. 50.9 \$1104B1336	Same Supervises the work of associates in biological and chemical systems.
	SF Community College District	2	1426 Sr. Clerk Typist Sch. 32.5 \$465B560	Same Supervises the work of clerk typists in student service activities.
	Sheriff	1	3404 Jail Farm Supervisor Sch. 37.8 \$594B717	8419 Prisoner Services Counselor Sch. 43.2 \$766B925 Counsels inmates in re- entry programs.

Action: Adopt report. Advise the San Francisco Community College District to amend its Annual Salary Resolution and that the Annual Salary Ordinance of the respective City departments be amended accordingly.

1497-80 Request from the San Francisco Unified School District to utilize a class in the Staff Assistant, Special Project Series for an Energy Conservation Specialist. (Calendar Item No. 4)

Action: Approve use of Class 9744 Staff Assistant VI, Special Project (\$1174 BW) to employ an Energy Conservation Specialist for the San Francisco Unified School District for one year.

1498-80	Review of requests for approval of Proposed Personal Services Contracts. (Calendar Item No. 5)		
NUMBER	DEPARTMENT	CONTRACTOR	
259-80	Public Works	Towill, Inc.	
260-80	Public Works	H.J. Brunnier Associates	
261-80	Public Utilities Commission	Not yet selected	
262-80	Public Utilities Commission	Comsul Ltd.	
263-80	Public Utilities Commission	Comsul Ltd.	
264-80	Public Health	Elaine Winters, Program Facilitating and Con- sulting	
265-80	Public Health	Scientific Computing Services	

ITEM NO. CLASSIFICATION AND PAY: (cont)

<u>1498-80</u> (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	266-80	Airports Commission	S. Iyama & Associates
	267-80	Controller	Sherman Walker
	268-80	Real Estate	William C. Haler, MAI
	269-80	Port Commission	Burns International Security
	270-80	Social Services	Michael Howe, Ph.D.
	271-80	Social Services	J. Donald Cohon, Ph.D.

Action: 1. Contract Number 270-80 over to the meeting of January 5, 1981.

 2. Approve all others. Notify the offices of the Controller and the Purchaser.

1500-80 Request to amend the class specification for Class 2988 Director, Aging Program. (Calendar Item No. b)

Action: Amend the class specification for Class 2988 Director, Aging Program. as recommended in the staff report.

1501-80 Classification of six positions in the 1980-81 budget of the Department of Social Services. (Calendar Item No. c)

Action: Adopt staff report.

 1. Allocate six positions budgeted in Class 2905 Senior Eligibility Worker (Sch. 35.6 \$536B647, 1166M1407) to that class.

 2. Amend Annual Salary Ordinance Section 450000/01001 administratively to reflect this action.

IN-SERVICE ACTIVITIES:

2571-80 Status Report: Compliance Agreement with the Office of Revenue Sharing, Department of the Treasury. (Calendar Item No. 6)

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Off calendar.

2576-80 Status Report: Senior Management Service. (Calendar Item No. 7)

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 20, 1980.

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Over to the meeting of January 5, 1981.

ITEM NO.IN-SERVICE ACTIVITIES: (cont)

- 2623-80 Annual review of Memoranda of Understanding with the Airports Commission, Department of Public Health, Department of Social Services and the San Francisco Police Department authorizing the establishment of Decentralized Personnel Units in those departments. (Calendar Item No. 8)
- October 6, 1980: Over to the meeting of October 20, 1980.
- October 20, 1980: Over to the next meeting.
- November 6, 1980: Over to the meeting of November 17, 1980.
- November 17, 1980: Over to the meeting of December 1, 1980.
- December 1, 1980: Over to the meeting of December 15, 1980.
- Action: 1. Approve all memoranda of Understanding through June 30, 1981. All Memoranda of Understanding to be reviewed by Civil Service Commission three months prior to June 30, 1981.
2. Oral authorizations and Limited Tenure appointments for the Airports Commission and the Department of Social Services are to be monitored by Civil Service Commission EEO Office.
- 2681-80 Departmental Affirmative Action Plans of the Mayor's Office and the Police Department. (Calendar Item No. d)
- November 6, 1980: Affirmative Plan of the Mayor's Office over to the meeting of November 17, 1980.
- November 17, 1980: Affirmative Plan of the Mayor's Office over to the meeting of December 1, 1980.
- December 1, 1980: Affirmative Action Plans of Mayor's Office over to the meeting of December 15, 1980.
- Action: Adopt Departmental Affirmative Action Plans for the Mayor's Office (as amended) and the Police Department.
- 2754-80 Protest by Transport Workers Union regarding two proposed non-Civil Service appointments in Class 9155 Claims Investigator, Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 12)
- Action: Adopt staff report. Deny protest. Authorize the General Manager, Personnel to issue the oral authorizations. (Vote of 3 to 1: Commissioner Powell dissents)
- 2756-80 Appeal of staff's decision as to period of continuous City service from Dorothy L. Hansen. (Calendar Item No. 9)
- December 1, 1980: Over to the meeting of December 15, 1980.
- Action: Off calendar. Refer to City Attorney for opinion.
- 2794-80 Proposed Amendments to Appendix B of the Civil Service Commission Rules to require a One-year Probationary Period for certain classifications. (Calendar Item No. 10)
- December 1, 1980: Post for adoption at the meeting of December 15, 1980.
- Action: Adopt.

ITEM NO. IN-SERVICE ACTIVITIES: (cont)

2799-80 Appear of staff's denial regarding alleged misapplication of provisions of the Limited Tenure Rule as affecting appointment of certain CETA employees at the San Francisco Police Department. (Calendar Item No. 11)

Action: Request that the Police Department rehire the four former CETA employees as the next four hires in the Transit Security Police positions.

2803-80 Requests for appointments above the entrance rate for Class 7395 Ornamental Iron Worker. (Calendar Item No. e)

Action: Adopt staff report. Approve appointments at Step 5 of the compensation schedule for new permanent appointees and Step 5 for current permanent employees in Class 7395 Ornamental Iron Worker, effective as of the adoption date of this report, pending the Controller's certification that funds are available.

2837-80 Request for appointment above the entrance rate for various employees. (Calendar Item No. f)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>REQUESTED STEP</u>
Ann Karlstrom 3542 Curator II	Fine Arts Museums	3
Kathleen Berrin 3544 Curator III	Fine Arts Museums	4
Hildegarde Fontaine 1202 Personnel Clerk	Retirement System	3
Ronald Hass 1874 Sr. Programmer Analyst	Controller	5
James McCloskey 8146 District Attorney's Investigator	District Attorney's Office	4
Carol Yaggy 8174 Attorney	Public Defender	3

Action: Approve appointments at the step indicated pending the Controller's certification that funds are available.

MISCELLANEOUS:

3042-80 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. g)

Oral Authorization Numbers:	0646-0720	1309-1319
	4492-4520	5000-5049
	5841-5864	9105-9108
	001-005	0907

Action: Approve.

<u>ITEM NO.</u>	<u>RECRUITMENT AND EXAMINATIONS:</u>
40206-80	Special Report: Appeal of Richard Catalano. (Calendar Item No. 13) November 17, 1980: Over to the meeting of December 1, 1980. December 1, 1980: Over to the meeting of December 15, 1980. Action: Approve General Manager's recommendation to allow Mr. Catalano to participate in the next examination for Class 9163 Transit Operator.
40208-80	Q-2 Police Officer: Special Report. (Stephen C. Murphy) (Calendar Item No. 14) December 1, 1980: Over to the meeting of December 15, 1980- Action: Sustain rejection of Stephen C. Murphy.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 15, 1980

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Antaun Boulley, 9910 Offset Press Operator, CETA, Mayor's Office of Employment and Training, United Jewish Community Centers, 11/18/80. (Calendar Item No. 17) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office.

Albert Boswell, 2969 Assistant Director, 2/P-2, Department of Social Services, 8/14/80. (Calendar Item No. 20) (5)

October 20, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Over to the meeting of January 5, 1981.

Neal Butler, 9163 Transit Operator, 76/E-106, Public Utilities Commission, San Francisco Municipal Railway, 10/3/80. (Calendar Item No. 23) (4)

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Over to the meeting of January 5, 1981.

Stephen R. Carr, 1404 Clerk, 97/E-18, Department of Public Health, San Francisco General Hospital Medical Center, 12/5/80. (Calendar Item No. 24) (4)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Aaron Green, 2709 School Custodian, 46/E-54, San Francisco Unified School District, 10/22/80. (Calendar Item No. 26) (6)

Action: Return name to eligible list until medically cleared. Monthly reports to be submitted to Employee Health Unit for six (6) months from a recognized rehabilitation agency.

Edward P. Harkins, 7306 Automotive Body and Fender Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/20/80. (Calendar Item No. 15) (1)

September 8, 1980: Over to the meeting of September 22, 1980.

September 22, 1980: Over to the meeting of October 6, 1980.

October 6, 1980: Over to the meeting of October 26, 1980.

October 20, 1980: Over to the next meeting.

November 6, 1980: Over to the meeting of November 17, 1980.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Approve. No restrictions on future employment.

Frederick D. Haynes, 9910 Public Service Trainee, CETA, Sheriff's Office, 5/2/79. (Calendar Item No. 16) (1)

May 21, 1979: Over to the meeting of June 4, 1979.

June 4, 1979: Over to the meeting of July 2, 1979.

July 2, 1979: Off calendar. Mr. Haynes or his attorney to notify Assistant Secretary when prepared to proceed.

September 22, 1980: Over to the meeting of October 20, 1980. The Sheriff is requested to send a representative to present the reasons for the termination.

October 20, 1980: Disapprove. Reinstate to position. Question of back pay to be determined at a future meeting.

Action: Off calendar. Refer to City Attorney for opinion.

Jeff Larkin, 2708 Custodian, V2/E-16, Department of Public Works, 10/31/80. (Calendar Item No. 30) (7)

Action: Off calendar.

Lester Lewis, 2726 School Custodian Assistant Supervisor, 26/P-6, San Francisco Community College District, 12/2/80. (Calendar Item No. 21) (5)

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Joseph Lopes, 2708 Custodian, 89/E-58, San Francisco Unified School District, 10/21/80. (Calendar Item No. 22) (4)

November 6, 1980: Over to the meeting of November 17, 1980. Request that the Superintendent of Schools reconsider decision.

November 17, 1980: Over to the meeting of December 1, 1980.

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Over to the meeting of January 5, 1981.

Alfonza Lovelace, 9163 Transit Operator, V192/E-111, Public Utilities Commission, San Francisco Municipal, 8/20/80. (Calendar Item No. 28) (7)

September 22, 1980: Off calendar.

November 6, 1980: Over to the meeting of December 15, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Emily Morgan, 2932 Senior Psychiatric Social Worker, 16/E-3, Department of Public Health, Community Mental Health Services, 10/31/80. (Calendar Item No. 27) (3)

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Disapprove automatic resignation. Request department to submit lay-off papers.

Miguel A. Orantes-Tejada, 9910 Public Service Trainee, CETA, Department of Public Works, 11/5/80. (Calendar Item No. 19) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Leslye D. Scott, 1404 Clerk, 168/E-18, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/80. (Calendar Item No. 25) (4)

Action: Return name to eligible list. Not to be employed again by the Department of Public Health.

George M. Sullivan, 9163 Transit Operator, 125/E-107, Public Utilities Commission, San Francisco Municipal Railway, 11/17/80. (Calendar Item No. 29) (7)

December 1, 1980: Over to the meeting of December 15, 1980.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Danny Vargas, 9910 Driver Trainee, CETA, Mayor's Office of Employment and Training, San Francisco Independent Living Project, 10/21/80. (Calendar Item No. 18) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Mayor's Office.

Wilbert Weston, Q-2 Police Officer, 9/E-47, San Francisco Police Department, 11/5/80. (Calendar Item No. 31) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

